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13808

Committee on Instruction

1888.

Chairman. Mr. Search. Mrs. Gillespie
" Graff " May
" Norris " Heidekoper
" Wm. Wood " Dennistoun
" Hockley Miss. Colahan
" Stuart Wood

1889

Chr.mn. Mr Search. Mrs Gillespie
" Graff. " Roberts
" Norris. " Dennistoun
" Wm. Wood " C.B. Keen
" Hockley " John Harrison
" Stuart Wood

For later Committees see published Reports

Stated Meeting Committee on Instruction
Philadelphia. April 6 1888.

A meeting of the Committee on Instruction was held at 1336 Spring Garden St, this afternoon, at half past four o'clock –

Present. Messrs. Pepper, Search, Graff, Morris, Hockley and Mrs. Gillespie, Mrs. Heidekoper.

The Minutes of the last meeting were read and approved –

The Principal's report was read, and ordered to be filed.

Methods by which the State Scholarships could be made the means of bringing the work of the School more generally to the notice of the public were discussed, and the matter was left in Mr. Miller's hands for the present, he having had some conversation regarding the matter with Mr. Mac Alister as one of the County Superintendents, in whose hands Governor Beaver was disposed to leave the recommendations.

On motion of Mrs. Gillespie, seconded by Mrs. Heidekoper, Mr. Miller was instructed to prepare and have printed, such information regarding the work of the School as would be likely to be used by the newspapers in noticing the reception to be held on the evening of April 9th and;

On motion of Mrs. Gillespie, seconded by Mr Pepper Mr. Miller was authorized to employ extra

help in scrubbing the house for this occasion.

The Principal submitted bills for incidental expenses, including Mr. Goodyear's lectures already given, amounting to $386.38 to which was added the sum of $25.00 to be paid Mr. Goodyear for the remaining lecture in his course. The bills were approved and ordered to be paid.

Coal bills amounting to $56.25 were also presented and ordered paid.

The meeting was then adjourned.

L. A. Miller
Secretary.

Stated Meeting - May 4th. 1888 -

Philadelphia May 4 1888 -

A meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past four o'clock to-day -

Present Messrs. Pepper, Graff, Morris, Hockley, Wood - and Mrs Gillespie, Mrs. Dennistoun, Miss May, Miss Colahan -

In the absence of Mr. Search, Dr. Wood occupied the chair -

The minutes of the last meeting were read and approved -

Mrs. Gillespie and Mr Search were appointed a Committee to revise the circular.

Mr. Wood recommended that a circular letter be sent to the County Superintendents of Schools throughout the State, informing them of the desire which had been expressed by Governor Beaver to make the appointments to the State Scholarships in this School, in accordance with their recommendations.

Dr. Morris moved that Mr. Miller be instructed to prepare such a circular and to submit it for approval to a sub-Committee to consist of Mr. Pepper and Mr Wood - and that it be issued as soon as possible

It was so ordered.

On motion of Mr. Pepper it was
Resolved, that this Committee recommend to the Executive Committee that the sum of at least five hundred dollars ($500 00) be placed in Mr. Miller's hands for the purchase of objects for the Museum as contemplated in the provisions of the Temple bequest.

It was so ordered.

Mr. Pepper moved that the closing exercises be held at Memorial Hall, in the Rotunda, on Saturday, June 2nd and that an exhibition of School work be made at the same time and place

It was so ordered.

It was on motion:
Resolved, that this Committee recommend to the sub-committee in whose hands the conduct of the Closing Exercises shall be left, the names of the following gentlemen as speakers on that occasion —

Col. A. K. McClure
Mr. John Wanamaker
" Edward Atkinson

Mrs. May moved that a Committee of five (5) be appointed to have charge of the Closing Exercises

It was so ordered, and the Chairman appointed

on this Committee

Committee on Closing Exercises

Mr. Search
Dr. Norris
Mr. Hockley
Mrs. Dennistoun
Miss Colahan

The meeting was then adjourned.

L. Whiller

Secretary.

Stated Meeting - June 1st 1888.

Philadelphia, June 1st 1888.

A meeting of the Committee on Instruction was held at Memorial Hall, at three o'clock P. M. to-day

Present: Messrs, Pepper, Search, Hockley; Mrs. Gillespie, Mrs. Dennistoun Mrs. May - and Miss Coleman

The Minutes of the last Meeting were read and approved.

Mr. Miller was authorized to employ the present janitor paying him six dollars ($6.00) a week during the summer vacation. (Mr. Search authorized $1.00 to be added to this amount, in consideration of his caring for the room occupied by the Chemical Department at the corner of Broad and Spring Garden Sts.)

On motion of Mr. Hockley it was

Resolved: that a joint Special Meeting of the Executive Committee and the Associate Committee of Women be held at his house, 235 South Twenty-first St, on Saturday, June 9th at four o'clock P. M. to consider the question of moving the School, or of re-modeling the house.

The following prizes were awarded to Students

1. President's Prize — Sarah H. Letchworth.
2. A. C. W's Prize $20.00 Second best complete set of works of Regular Course
   Frank Sauerwein.
3. Wilson J. Hennimones 1st. $15.00 Elizabeth Washington
   2nd $10.00 Ellen King.
4. Finckel Prize $25.00. Samuel H. Davis.
5. A. C. W's Prize $10.00 best work in design. Genl. course
   Louise Tripler.
   Hon. Mention — Fred. T. Mercer.
   Chas. Racke.
6. " " Modelling W. E. Ketcham
   Hon. Mention Myrtie E. Rye.
7. Oil Cloth Prize - by Mr Hockley $5.00 Nellie Slater
8. A. C. W. Carpet — $10.00 Gertrude Hanfeld
   Hon. Mention Jennie W. Woodhull
   " " Nellie Slater
9. Richard's Prize 1st " Fred. T. Mercer
   2nd " John J. Bissegger
10. Diploma for Textile Dept. 1st " A. J. Adolph
    2nd " A. R. Schesinger

Honorable Mention in Textile Class awarded to

Congers B. Finckel — for carpets
Maria Schively — " astrachans
Edwin K. Bready " dress goods
Chas B. Weisner, for excellence in Drawings and also for color effects in weaving

Scholarships in Evening Class - General Course to

A. J. Adolph
Edwin A. Luty
John J. Bissegger
Carl G. De Moll.

The Principal presented a bill for incidentals for May, amounting to $289.15 which was approved - and ordered to be paid -
The Principal asked that his salary due July 1st might be paid in advance.
The request was granted.

The meeting then adjourned -

L. C. Miller
Secretary -

Stated Meeting Oct. 5th 1888 –

Philadelphia Oct. 5th 1888 –

A Stated meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past four o'clock today.

Present. Messrs Search. Hockley. Norris. and Mrs Gillespie and Mrs Dennistn.

The Minutes of the last meeting were read and approved.

The Report of the Principal was read and accepted and ordered to be filed.
On motion of Mr Norris. seconded by Mr Hockley it was Resolved that Mr Dorr be authorized to have the minutes of all preceding meetings of this Committee put into book form

The Principal called attention to the need of a more conspicuous sign for the School Building and Mr Norris moved that the matter be referred to a Committee with power to act.
Sign.
It was so ordered and the Chair appointed on this Committee

Chairman Mrs. Dennistn –
Mr. Hockley
" Miller.

Teachers' Contracts.

Mr Miller called attention to the absence of any formal contract between the Committee and the teachers of the School. The matter was left in Mr Hewitt's hands.

The Principal made a verbal report of his visits to several Schools of Industrial Arts Schools in Europe and on motion of Mrs Gillespie seconded by Mr Hoobley it was

Principal's Report on European Schools.

Resolved, that Mr Miller be requested to prepare as early as possible a report on the Industrial Arts Schools of Europe as compared with our own, the report to be submitted at the next meeting of this Committee if possible.

Advertising.

The subject of advertising by means of posters and Bands in Street Cars etc. was discussed and on motion of Mr Hoobley, seconded by Mr. Harris the matter was placed in Mrs Gillespie's hands with power to act.

The Principal presented bills for incidental expenses which had been paid by him amounting to one hundred and forty [illegible] dollars ($140.[illegible]) and several bills for newspaper advertising which had not been paid.

The bills were severally approved.

The meeting was then adjourned

L. U. Miller.

Secretary -

Philadelphia Nov. 2 1888.

A Stated Meeting of the Committee on Instruction was held at 1336 Spring Garden St at half past four o'clock today.

Present. Mr Pepper. Mr. Wood. Mr Hodeley. Mr Morris. Mrs Gillespie. Mrs Heidekeper. Mrs May Miss Colahan.

The Minutes of the last Meeting were read and approved.

The Principal read his Monthly report. in which attention was called to some contemplated provisions which had been recommended by the Faculty for recording and reporting to parents the attendance and standing of pupils each month. He also reported that the Faculty was now organized as a working body in which matters relating to the conduct of the School were discussed monthly.

Reports of Pupils' Standing

On Motion of Mrs Gillespie the action of the Principal in reference to these questions was approved and the sending of reports to the parents of pupils was authorized.

Mr Pepper reported some correspondence which he had had with Miss Schomacker of Boston regarding her lectures on Architecture which it was

hoped might be given under the auspices of the school

Advertising.

Mrs. Gillespie reported that she had formed an investigation that the cost of advertising in the Horse Cars would be so great that she deemed it inexpedient to take any further steps in the matter

The report was, on motion, accepted.

The Principal submitted the following bills

L. W. Miller incidentals $77.78

Gas-Piping & Fitting 39.74

On motion of Mr Norris, seconded by Mr Pepper The Bills were approved and ordered to be paid.

Costs from Munich.

The Principal asked that the expense of importing the casts from Munich might be added to the incidental expense account.

On motion of Mr Pepper it was ordered that the expense of importing these Casts be so paid and that any unexpended balance remaining from the fund of $600.00 which was placed in Mr Millers hands last June be added to the Cast fund.

The Principal called attention to the fact that no formal engagement of Mr Boyle had been made this year by the Committee and on motion of Mr Norris, seconded by Mr

Hockley it was ordered that Mr Boyle's engagement as made last year be renewed.

The meeting was then adjourned

L. W. Miller
Secretary —

- Stated Meeting - Dec. 7 1888 -

Phila. Dec. 7 1888 -

A Stated meeting of the Committee on Instruction was held at Mr Hockley's residence 235 South 21st St. at 5 o'clock P. M. today -

Present. Messrs Search. Greff. Hockley. Stuart Wood and Mrs Gillespie. Mrs Dennistoun. Mrs Aridepper. and Miss Colahan.

The Minutes of the last meeting were read and approved. The Principal read his monthly report -

Minutes of last Faculty Meeting.

The minutes of the last meeting of the Faculty were also read, and on motion of Mrs. Gillespie, seconded by Mrs Dennistoun. the arrangement for the Christmas Holidays which had been made by the Faculty was approved. This was that the School should be closed from Friday Dec. 21st until Wednesday Jan 2nd.

The Principal having in his report recommended the appointment of Miss Belle Purdy to a Scholarship, the young lady being known, recommended by Mr. Wm J. Clark of the Evening Telegraph. Mr Gillespie moved

that Miss Purdy be appointed if there is a vacancy and she is found to be qualified.
It was so ordered.

Lantern

The question of purchasing a lantern, which it appeared from the minutes had been discussed at the meeting of the Faculty was considered. It was the opinion of ~~those the~~ Committee that ~~such~~ a instrument would be a most valuable addition to the appliances of the School but definite action regarding it was deferred for the present.

Committee on Heating School

The Principal called attention to the inadequacy of the Heating Appliances of the School Building. The matter was referred to a Committee consisting of:-

Mr. Wood
" Graff.

Secretary for School.

The Principal having recommended in his report that a Clerk or Secretary be provided for the School. The proposition was favorably received but action was deferred for the present.

Reception.

On motion of Mrs. Gillespie, seconded by Mr Hockley, it was:-

Resolved that an evening reception be held on the evening of December 17th. for the benefit of members of the Legislature, the Governor and others.

Mrs. Gillespie hoped that the next exhibition held under the provisions of the Temple Bequest would be held in town instead of at Memorial Hall and offered the following resolution which was seconded by Mr Wood.

"Next Temple" Exhibition.

Resolved. that the Trustees be asked to consider the advisability of holding the next exhibition under the provisions of the Temple Bequest in town instead of at Memorial Hall

The resolution was adopted.

Mr Wood offered the following:-

Resolved, that Mr Miller be instructed to prepare a list of the localities from which our pupils come. the list to be sent to Mrs. Quickkeper as soon as possible.

Localities from which pupils come.

It was so ordered.

The Principal, having announced in his report that Mr. Thomas Maddock of Trenton N. J. had offered an Annual Prize of $25.00 for the best design for Pottery and its Decoration produced by a Student, and that Messrs Ripka & Co. had offered an Annual Prize of a Sketching outfit for the best work in color, it was, on motion of Mr Wood. seconded by Mr Graff, ordered that the offer of these prizes

"Maddock" and "Ripka" Prizes.

be accepted, and that the gentlemen offering them receive the thanks of the Committee. It was so ordered.

The principal presented the following bills.

Bills.

Walter T. Bradley, Coal	41.63
Walter E. Hering Stationery and Printing	9.25
Thomas Garber, (Carpenter)	19.77
L. Miller Incidentals	161.41

On motion of Mr Graff, seconded by Mr Hoekley, it was ordered that the bills be paid.

Mr. Miller submitted the special report which the Committee had requested him to prepare in the Resolution adopted Feb. 5th

Mr Miller's Report on Ind. Ed in Europe

Mr Wood suggested that the reading of it be deferred for the present, and that it be read instead before the Social Science Association of this city, for which purpose he would undertake to arrange for a meeting of the Association.

The suggestion was (adopted) ~~adopted to~~ and the meeting adjourned.

L. Miller
Secretary.

Stated Meeting Jan. 4. 1889.

Philadelphia Jan 4 1889 -

A Stated meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past four o'clock P.M. today -

Present. Mr. Search. Mr. Hockley. Dr. Norris. Mrs Gillespie Mrs. Dennistoun. Mrs. Hindekoper. Miss Colahan.

The Minutes of the last meeting were read and approved. as was the Principals Report. and the minutes of the last meeting of the Faculty.

Mr Search urged the importance of having a Clerk or Secretary for the School appointed without delay. and on motion of Dr. Norris. seconded by Mrs. Hindekoper. it was

Secretary

Resolved. that the Committee on Instruction recommend to the Executive Committee that a Secretary be employed for the School.

On motion of Mr Hockley. seconded by Dr. Norris it was. ordered. that Mr Miller be instructed to write to Mr Dorr asking him to return to Mr. Miller the cards with printed headings indicating that they are sent out from 1336 Spring Garden St.

Paris Exposition.

Mr. Hockley recommended that an exhibit of School work be made at the International Exposition at Paris this coming Summer. and although no formal action was taken it was understood that when this meeting adjourned it would do so with the intention of convening again on Monday the 7th. inst. for the purpose of considering further Mr Hockleys proposition -

Greek Costumes

Mrs Gillespie reported that she had obtained the loan from the University of Pennsylvania of the Costumes and accessories used in the Greek Play for use at the entertainment to be given next Spring in aid of the School.

Prize Work to be Pupils' own

On motion of Mrs Gillespie. seconded by Mrs Dennistoun it was
Resolved. that hereafter it must be understood that work offered by Students in competitions for prizes must be their own work not that of the teachers - and Mr Miller was instructed to give notice to that effect. to teachers and pupils alike

Mr. Miller presented the following bills

Gas Bill -	70.20	
Repairing Roof	14.13	
Coal	17.25	
C W Miller Incidentals	108.68	$210.26

On motion of Mr Hodsdey, seconded by Dr Morris the bills were approved.
The meeting was then adjourned

L. A. Miller
Secretary —

Stated Meeting. Feb. 1 1889.

Philadelphia Feb. 1 1889 -

A Stated Meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past four o'clock P.M. today -

Present - Messrs. Search, Graff, Hockley, Norris, Wood. Mrs. Gillespie. Mrs Harrison - and Mrs Dennistoun -

The minutes of the last meeting were read and approved as was the Principals report.

The principal read the announcement of the Maddock Prize as posted in the school.

Mr Hockley announced the intention of the trustees to hold an Exhibition of Pottery and Glass next fall and read the resolutions adopted at the recent Annual Meeting of the U.S. Potters Association containing assurances of interest in this work of the Museum and desire to cooperate with the School.

Mr Miller read some suggestions which had prepared for presentation

at a joint meeting of the Committees of the Museum and the Association to be held at Mr Hockeleys on Wednesday Feb. 6th - Mr Miller was on motion instructed to send a type written statement of this whole matter embodying his recommendations to each member of this Committee.

The Principal submitted some correspondence which has passed between Gov Beaver and himself regarding the appointment of a second free Scholar from Delaware Co. one such appointee being already in the school.

Mr Gillespie offered the following which was adopted -

Resolved that inasmuch as the matter of a second appointment from Delaware County which had been sought by the Superintendent of Public Instruction for the said County has been referred to this Committee - the Committee will accept the appointment if it is made by Governor Beaver but with the understanding that in the future all similar requests shall be referred to this Committee before any action is taken on them by the Principal.

The Principal presented the following bills which, on motion of Mr Hockeley, received

by Mr Greaff were approved and ordered to be paid.

L. A. Miller. Incidentals for Jan. 115.68

Bills for Laundry work. Printing. Stationery. Plumbing. Repairing Roof Carpenter work. and Fuel 61.16 amounting to.

Mr Miller was instructed to ask the Secretary to draw a single warrant for the aggregate amount of these bills.

The Meeting was then adjourned.

L. A. Miller
Secretary -

Stated Meeting March 1st 1889.

Philadelphia March 1st 1889.

The Regular monthly meeting of the Committee on Instruction of the Pa. Inst. for Deaf and Dumb and School of Art. Cor was held at the School Building 1333 Spring Garden St at half past four o'clock today.

Present. Mr Pepper. Mr Hackley. Dr Harris. Mrs Gillespie and Mrs Dennistoun.

Mr Pepper occupied the chair.

The minutes of the last meeting were read and approved.

The Principal read his monthly report.

The minutes of last meeting of the Faculty were also read.

The Principals report having contained a recommendation that Miss Maria L. Holt who had been acting as an instructor without other compensation than the remission of her fees - receive some compensation henceforth as she was working in the evening as well as in the day class, and was moreover doing the work formerly done by Miss Beckwith who had left the school, it was moved by Dr. Harris that Miss Holt be paid (\$ [illegible] one hundred

dollars for the remainder of the present year. the same to be paid in three monthly payments of $33.33⅓

In accordance with a recommendation contained in the Principals report. it was, on motion ordered that prizes of $10.00 and $3.00 ~~respectively~~ be offered for the best and the second best designs submitted by students for a Diploma for the School.

It was on motion ordered that the school be open on the evening of April 8th -

The Principal presented a bill for incidentals for February amounting to $166.50 which was on motion of Dr. Harris approved and ordered to be signed by the chairman pro. tem..

The meeting was then adjourned

L. A. Miller
Secretary -

Stated Meeting April 5th 1889

Philadelphia April 5th 1889

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building 1336 Spring Garden St. at half past four o'clock today.

Present. Mrs. Gillespie, Mrs. Denniston, Mrs. Roberts, Mrs. Keen, Mr Pepper, Dr. Norris, Mr Search, Mr Hockley

As Mr Search was not present at the opening of the meeting Mr. Pepper was called to the chair.

The Minutes of the last meeting were read and approved. The Report of the Principal was also read as were the minutes of the last meeting of the Faculty.

Plumbing

The Principals Report having contained a reference to the imperfect sanitary arrangements of the School. It was on motion of Dr. Norris resolved that the Principal be authorized to obtain estimates for renovating and improving the plumbing of this building.

Artists for Judges.

Mrs Gillespie moved that Mr Miller be requested to prepare a list of artists from which a board of judges may be appointed by this Committee at its next meeting to award the prizes at the end of the School year.

It was so ordered.

Place for Closing Exercises

The place for holding the Closing Exercises was discussed - and the necessity of settling definitely and early the question of what rooms should be set apart for these exercises and the exhibition being recognised it was moved by Mr Search that the subject of a place for the Closing Exercises, and of the details to be considered in connection with these be referred to the Committee on the Museum with a request that it report at the next meeting of this Committee - It was so ordered -

Committee on Circular

Mr Search moved that a Sub-Committee of three be appointed from this Committee to attend to the preparation of this new circular - which matter should be attended to at a Special Meeting to be held for that purpose -

It was so ordered -

The Chair appointed on this Committee Mrs. Gillespie. Mrs Keen. and Mr Search

It was, on motion, ordered that this Committee should meet at the School Building on Monday April 15th at 3 o'clock P.M.

Mr Search urged the necessity of advertising in the Technical Journals and advocated the establishment of an Evening Textile School in the Kensington District.

The following bills were presented and approved.

Walter E. Herring	Stationery & Printing	21.50
Walter T. Bradley	Coal	41.25
Ledger Job Printing Office	Printing	3.50
L. W. Miller	Incidentals	214.74
F. Gutekunst	Photographs of Sch. Work	15.—

The meeting was then adjourned

L. W. Miller
Secretary.

Stated Meeting May 3rd 1889.

Philadelphia May 3rd 1889.

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building 1336 Spring Garden St at half past four o'clock P. M. today.

Present. Messrs. Search. Pepper. Hockley Graff. Mrs Gillespie. Mrs Dennistoun and Mrs Keen.

The Minutes of the last meeting were read and approved.

The Principals Report was read and on motion of Mr Pepper was ordered to be filed.

Mr Hockley reported that the Committee on a Diploma having met at the School Building on Saturday April 27th. the designs for the School Diploma prepared by Students in response to the announcement authorized by this Committee held March 1st. were shown, and as it seemed to be imperative that no time be lost in the preparation of this last. His Committee - which consisted of Mr Search, Mr Miller and himself had taken the responsibility of selecting the design

submitted by Vernon H. Bailey. and Mr Miller had been instructed to have the work of preparing it for use begun at once.

Diploma Selected and Prizes Awarded

The remaining designs - three in number were submitted to the Committee and on motion of Mr. Graff seconded by Mr Pepper this action ~~of the~~ with reference to the Diploma was confirmed and the Prizes awarded as follows: -

1st. Prize $10.00 to Vernon H. Bailey
2nd. " $5.00 - Paul J. Lachenmeyer.

Report of Museum Committee -

In the absence of Dr Norris. Mr Pepper reported for the Committee on the Museum that it had been decided that the Closing Exercises should be held in the Rotunda. the arched openings into this being closed by means of screens. on which the School Exhibit should as far as practicable be displayed - two rooms opening on the corridor from the north could also be used for this Exhibition if desired, and,

Screens for Rotunda

On motion of Mr Pepper seconded by Mrs. Gillespie it was

Ordered. that screens be prepared for the openings to the Rotunda for the purpose indicated in the above report -

The Principals Report was then taken up and the plumbing improvements referred

to in it were, on motion, referred to the Committee appointed to consider this same subject at the meeting held [illegible] 1888 — [illegible]

The committee then proceeded to select a Board of Judges to act in connection with the members of this Committee in awarding the Prizes, and the following gentlemen were chosen from the list submitted with the Principal's Report.

Artists for Judges.

Three artists to be chosen. The following 6 selections were made, ~~and~~ vacancies caused by declinations among those first invited to be filled in the order of these selections.

1. F. De Bourg Richards
2. Thomas Hovenden
3. Stephen Parrish
4. H.R. Poore
5. Stephen J. Ferris
6. F.F. De Crano.

The Principal was instructed to invite these gentlemen to serve in the above capacity and was authorized to call a meeting of this Committee to act in conjunction with them at such time as he found convenient.

It was moved by Mr Hockley and seconded by Mr Pepper, that the Chairman

of this Committee be authorized to select the judges for the work of the Classes in Textile Work
It was so ordered.

On motion of Mr Pepper, seconded by Mr Graff, the period for which the Scholarship of Miss Louisa E. Tripler was granted was extended to Feb. 17th 1890 thus making three full years from the time of her appointment.

Miss Triplers Scholarship

This action was taken in response to a request from Mr. Wm. N.H. Wilson one of the Executors of the Estate of Joseph E. Temple at whose recommendation the Scholarship was originally conferred.

On motion of Mrs Keen, seconded by Mrs Gillespie, it was

Advertising.

Resolved, that the matter of advertising be left with the chairman of this Committee with power to act.

Mrs Gillespie hoped that full and complete arrangements would be made for the comfort and convenience of representatives of the Press at the Closing Exercises and that the leading papers could be induced to send representatives who would give such an account of the proceedings as it seemed to her they would deserve.

Press Representatives

It was decided that Mr Search should see the Editors of the "Record" the "Press" and the "Inquirer" Mr Pepper - that of the Times -

Mrs Gillespie - of the Bulletin - Mr Hodsley - of the Ledger and Mr Miller - of the Telegraph - with this object in view.

It was decided that the Closing Exercises should be held at half past three o'clock - and that the following gentlemen should be invited to speak -

Chas. Heber Clark

(alternate - Wm. Potter -) to be seen by Mr Search.

Speakers

Geo. H. Boker -

(alternate) ~~Wm. Justice~~ Samuel Gustine Thompson.) to be seen by Mr Pepper -

The preparation of the invitations was on motion referred to a Committee consisting of

Committee on Invitations

Mrs. Gillespie -
" Dennistoun
" De Courcey May -

On motion of Mr Pepper the bills presented with the Principals report - viz:- Wm. F. Mansfield check 39.75 - L. W. Miller - Incidentals 139.69 were ordered to be paid

The Meeting was then adjourned

W. Miller
Secretary -

Stated Meeting June 7 1889

Philadelphia June 7. 1889

The Regular Monthly Meeting of the Committee on Instruction was held at 1336 Spring Garden St at half past four o'clock today.

Present. Messrs. Pepper, Graff, Hockley, Norris. Mrs Dennison and Mrs Keen.

In the absence of Mr Leeds, Mr Graff took the Chair. The Minutes of the last meeting were read and approved.

Plumbing

Dr. Norris moved that the matter of improving the plumbing be referred to the Executive Committee with power to ask the information and estimates already obtained be furnished them for this purpose.

Consideration of this matter deferred until Sept. see Mr Dow's letter of June 15

Engagement of Teachers

On motion of Dr. Norris it was ordered that the teachers be re-engaged on the same terms as this year for another School year, in accordance with a form now in Mr Hockley's hands.

Mr Hockley moved that it be recommended to the Executive Committee that the Principal

Teacher of Modelling

be authorized to employ an assistant in the Modelling and Casting Classes, the compensation for which services should not exceed eight dollars ($8.—) a week for the time he is actually employed.

It was so ordered.

(Authorization granted. See Mr Davis letter of June 13

Coal from Mansfield

On motion of Mr Pepper, the Principal was authorized to engage the years supply of coal from Thos. F. Mansfield in accordance with bid submitted viz:— $4.80 a ton

Heating Plants

On motion of Dr. Norris, it was ordered that estimates be obtained for improving the Heating Apparatus.

Bills

On motion of Dr. Norris seconded by Mr. Speer the bills for incidentals submitted by the Principal were approved and ordered to be signed by the Chairman pro tem.

The Meeting was then adjourned

J. Miller
Secretary.

Stated Meeting Sept. 20. 1889.

A meeting was called by the Chairman on this day but no member of ~~the~~ Committee on Instruction was present.

L. W. Miller
Secretary.

Stated Meeting Oct. 4th. 1889.

Philadelphia October 4th 1889.

A Meeting of the Instruction Committee was held at Memorial Hall at half past four o'clock today.

Present: Mrs Gillespie. Mrs Dennistn. Mr Trotter. and Dr. Norris.

In the absence of Mr Search Dr. Norris was called to the Chair:-

The Minutes of the last meeting were read and approved, as was the Report of the Principal. This last had contained a recommendation that Miss Nellie Slater be appointed an instructor in the Modelling Class as Mr Boyle had resigned his charge of the day class. and on motion of

Mrs. Dennison, seconded by Mrs Gillespie the recommendation was agreed to and Mr Miller was requested to confer with Mr Pierce regarding the compensation which Miss Slater ought to receive.

Salary of Miss Slater

that is to say, what portion of the $500.00 which has been heretofore expended on the salary of the instructor in this department should go to Miss Slater.

Bids for improving the heating apparatus by the introduction of an additional furnace were received from

Chas. Schoelkopf

and James J. Quigley

Improving the heating apparatus.

the former offering to make the necessary alterations and additions for $95.00 the latter for $100.00

Mr Quigleys bid was however so much more business-like than the other and the work to be done was described so much more explicitly that.

On motion of Mrs. Gillespie, seconded by Mrs Dennison Mr Quigleys offer was referred to the Executive Committee with a favorable recommendation -

Letters from Messrs. Albert R. Loche, and James C. Callowhill applying for positions as instructors were received and read. and

the principal was instructed to reply to the effect that no vacancies existed in the corps of instructors.

A letter was read and read from Mr. W. C. Stillwell asking whether it would be possible to have a free Scholarship granted to a colored boy.

Mrs Gillespie moved that Mr Miller be instructed to inform Mr Stillwell that if he would see that the boys general education was such as to enable him to pass a satisfactory examination in the ordinary English branches next Spring the Committee would endeavor to secure a scholarship for him at that time.

Circular to Pub. Sch. Teachers

The Principal submitted a circular which he had just prepared and proposed to send to all Public School teachers in Philadelphia announcing some classes in Blackboard Drawing to be formed if in full.

His action in this matter was approved, approved.

On motion of Mr Hockley it was

Miss Holt

Resolved that this Committee recommend to the Executive Committee that Miss Marie L. Holt be re-engaged as an instructor for compensation the $200. payable in eight monthly instalments of $25.00 each.

On motion of Mrs Gillespie, seconded by Mr. Hockley the following bills were approved and ordered to be signed by the temporary chairman

W. E. Hering. Printing	200.00
L. Wheller incidentals	249.34

The meeting was then adjourned

L. Wheller
Secretary -

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tes of Theodas designated 189

Standing Resolutions

Pupils Work for Prizes P. 19
Objects from Hall " 62
(Res by museum Com) 66
" " " " "
Expenditures limited
≤ 100 -
Res of Exec. Com. 78
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Principal's Report - Printed
and distr. not read at
Commencements 178

Stated Meeting Nov. 1 1889

Phila. Nov. 1 1889 -

The Regular monthly meeting of the Committee on Instruction was held at 1336 Spring Garden St at half past four o'clock today. In the absence of Mr. Search Mr Greff was called to the chair.

Present. Mrs Gillespie. Mrs Roberts. Mr Dennistoun Mrs. Keen. Mr Greff. Mr Hockley and Dr. Morris.

The minutes of the last meeting were read and approved.

The Principal read his monthly report which was accepted.

The report contained the following recommendations which was approved by the Committee:-

Salaries Boyle and Slater

That the $300 - a year heretofore paid to Mr Boyle be equally divided between him and Miss Nellie Slater. Miss Slater to be paid in 10 instalments of $25.00 each, and Mr Boyle in five instalments of $50.00 each

Mr Millers action in ordering the old heater repaired was on motion confirmed.

The following bills were presented and ordered to be paid -

Walter E. Hering	Stationery & Printing	$72.80
Thomas Garber	Carpenter Work	17.19
Matthew Schaefer	Plumbing	17.83
L. W. Miller	Incidentals	105.83

It was on motion ordered that these bills be signed by the temporary chairman

The Secretary was on motion instructed to ask Mr Search whether it would not be equally convenient to him to have the hour of this meeting changed to 3.30 or 4 o'clock instead of 4.30

Recommends in regards Dues of Jun. Members

On motion of Mrs Gillespie. seconded by Mrs Roberts it was

Resolved that this Committee recommends to the Executive Committee that the annual dues of Members be reduced to $5.00

The Meeting was then adjourned

L. W. Miller

Secretary -

Stated Meeting Dec. 6 1889.

Phila. Dec. 6 1889.

The Regular monthly meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past three o'clock P. M. today.

Present Mrs Gillespie. Mrs Roberts. Dr. Morris and Mr Hockley.

In the absence of Mr Seerveh Mr Hockley was called to the Chair.

The Minutes of the last meeting were read and approved as was the report of the Principal.

Degaw Potter's Wheel

A Communication was received from Mr John T. Degaw. Darby Del. Co. Pa. asking the privilege of being allowed to set up a potters wheel at the School.

On Motion of Mrs. Gillespie, seconded by Dr. Morris it was

Resolved that Mr Degaws request be granted subject to the approval of the Principal and provided that his occupancy should involve no expense to the School and that the rooms should not be open on his account after 4 o'clock P. M.

On motion of Dr. Norris seconded by Mrs Roberts. Mr Miller was invited to deliver an address before the Arts Club of Philadelphia on the subject of Industrial Art Education at such a time as shall be hereafter determined.

Mr Miller's Address at the Arts Club

This action was taken in response to a communication which had been received by President Pepper from the Board of Directors of the Club asking the co-operation of this Institution in presenting the subject with which in name and in spirit it is associated.

The following bills were presented and ordered to pay and the temporary chairman was instructed to sign them.

The meeting was then adjourned

L. W. Miller
Secretary.

Stated Meeting Jan. 3 1890 -

There was no quorum at the meeting which was called for this date -

L. Whilden
Secretary -

Stated Meeting Feb. 7th 1890

Phila. Feb. 7th 1890 -

The Regular monthly meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past three o'clock today.

Present. Mr. Graff. Dr. Norris. Mrs Roberts. Mrs. Keen. Mrs Shelton. Mrs Gillespie. and Mr. Hockley.

In the absence of Mr. Search. Mr. Graff was called to the Chair.

The minutes of the December meeting were read and approved.

The Principals Report was read, and accepted, and ordered to be filed -

The following bill was presented and ordered to be paid. It was also ordered that it be signed by the temporary chairman of this meeting.

L. W. Miller. Incidentals $167.5-2

The meeting was then adjourned

L. W. Miller
Secretary -

Stated-Meeting - March 7. 1890

Philadelphia March 7th 1890

The Regular Monthly Meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past three o'clock today.

Present Mr. Pepper, Mrs. Gillespie, Dr. Morris, Mrs Eisenbrey, Mrs Shelton, Mr Hockley

In the absence of Mr Leach, Mr Pepper was called to the Chair.

The minutes of the last meeting were read and approved, and the principals report was read and ordered to be filed.

The report contained an announcement of the completion of the work of removing the dressing rooms to the basement and a recommendation that an outside stairway be provided [illegible] in the basement of the back building. The contractor who had done the other work had been asked to submit an estimate an estimate for this last also but had not yet done so. The principal hoped that the cost of the improvements would

Dressing Rooms in Basement

not be much, if any, more than $100.—
Mrs Gillespie moved that the construction of the stairway be authorized if the estimate should prove satisfactory.
It was so ordered.

The following bills were presented and on motion of Dr. Morris were ordered to be signed by the temporary Chairman, as approved by this Committee and ordered to be paid.

W. R. Dougherty	Work at Hall	18.93
Jas. Quigley	New Heater	95.—
L. W. Miller	Incidentals	225.68

The Meeting was then adjourned

L. W. Miller
Secretary.

Stated Meeting April 2nd. 1890.

Philadelphia April 2nd 1890

The Regular Monthly Meeting of the Instruction Committee was held at 1336 Spring Garden St. at half past three o'clock today.

Present. Mr Pepper, Mrs Gillespie Mrs Shelton Dr. Norris. Mr Hockley and Mrs Roberts.

In the absence of Mr Search. Mr Pepper was called to the Chair.

The Minutes of the last meeting were read and approved as was the Principals Report.

Death of Frederic Graff

On Motion of Dr. Norris the following resolution which was prepared by Mrs. Gillespie was adopted and the Secretary was instructed to furnish a copy to the Ledger in season for publication in the following day. and also to send a copy to Mrs Graff.

Resolved, that in the death of the much respected member of this Committee Mr Frederic Graff, this Institution has

sustained an irreparable loss. His earnest interest in the varied work of this School, his wise and faithful counsel, his pride in the success of the School, will long be remembered and each member feels that an honest man, "the noblest work of God," has passed from this community.

The Principals Report having called attention to the need of fixing the date of the closing exercises, it was moved by Mrs Shelton that the closing Exercises be held on Saturday May 31. It was so ordered.

Action on the suggestions regarding the arrangements for the exercises was deferred until the next meeting.

The following bills were presented and on motion of Dr. Willis were ordered to be signed by the Temporary Chairman as approved by this Committee.

Wm. R. Dougherty, Building Improvements $400.—
L. W. Miller, Incidentals for March.
(including gas bill of $100.94.) $356.69

The meeting was then adjourned.
L. W. Miller
Secretary.

· Stated · Meeting · May · 2nd. 1890 ·

Philadelphia May 2nd 1890

The Regular Monthly Meeting of the Instruction Committee was held at 1336 Spring Garden St. at half past three o'clock P.M. today.

Present Mrs Gillespie. Mrs Eisenbrey. Mrs Shelton. Mrs Roberts. Mrs Keen Dr. Norris and Mr. Hockley.

In ~~the~~ absence of Mr Search. Mr Hockley was called to the chair -

The minutes of the last meeting were read and approved. The principals report was read and ordered to be filed.

The Principal's report having contained a recommendation to the effect that such prizes as were to be awarded should be announced at the beginning of the year either in the Circular or on the Bulletin Board,

Announcement of Prizes.

Mrs Gillespie moved that the matter of ~~matter~~ the announcement of prizes be referred to Mr. Search with the recommendation that the rule originally observed regarding

them be resumed unless some good reason exists for its discontinuance.
It was so ordered

The Report also recommended the following changes in the appointment of teachers.

Teachers Appointed

1. The appointment of Mr. A. C. Simons in place of Mr Scott as instructor of Carving at a salary of $40. a month the appointment to be for the Calendar year beginning July 1st 1890 as certain work ought to be done during the Summer.

On motion of Dr. Norris the employment of Mr Simons on the terms ~~of~~ the above recommendation was authorized.

2. The appointment of Mr. Paul Lochemeyer as instructor in Drawing in the Evening Class at a salary of $200. per annum was also ~~authorized~~ recommended.

On motion of Mrs Roberts the recommendation was accepted and the appointment of Mr Lochemeyer authorized on these terms.

3. That the services of Miss Holt as an assistant in the Day Class be dispensed with.

On motion of Dr Norris the recommendation was accepted.

On motion of Mrs. Gillespie the following resolutions were adopted -

Closing Exercises

Resolved. that the arrangements at Memorial Hall for holding the Closing Exercises be left in the hands of the Committee on the Museum.

Resolved. that Mr Frank P. Bennett Editor of the "American Wool Reporter" of Boston be invited to speak at the Closing Exercises and award the prize of $25.00 offered by him to the pupils of the Textile Department in person.

Judges

Resolved. that Mr. Chas. E. Dana. Mr. James B. Sewell. and Mr. F. DeB. Richards be invited to act as a committee to award the prizes in the Regular Department. The awarding of those in the Textile Department to be left with Mr. Search.

Resolved that Mr. Miller be requested to ~~write~~ communicate with the Hon. James Buchanan. Member of Congress from New Jersey and invite him to speak at the Closing Exercises.

Resolved that Mr Miller be authorized to have the invitations for the Closing Exercises printed - and that invitations be sent to all members of the present legislature of Pennsylvania and to all judges and exhibitors at the last Pottery Exhibition at Memorial Hall

The following bills were presented. and on motion of Dr. Harris were approved and ordered to be signed by the temporary chairman

Bills

Joseph Chapman	Painting	16.90
T. Mandeville	Coal	27.30
S. H. French	Plaster of Paris	2.50
W. Hering	Printing & Envelopes	7.—
" "	" "	5.50
A. L. Richards	Laundry work	2.28
L. W. Miller	Incidentals	168.14

The meeting was then adjourned

L. W. Miller
Secretary —

Regular Meeting June 6th 1890

Philadelphia June 6th 1890

The Regular Monthly Meeting of the Committee on Instruction was held at 1336 Spring Garden St at half past three o'clock P.M.

Present Mr. Search. Mrs. Keen. Mr. Pepper. Dr. Norris and Mr. Hockley.

The minutes of the last meeting were read and approved

Total Registration for School year 1890 251

The principal reported that one (1) pupil had been registered in the Regular Department during the month of May making a total registration for the School year of 251.

Printing Circular

Mr. Miller reported that he had obtained bids for printing the circular as follows: the estimate being for 50 pages and cover like that of the past year. 2000 copies to be printed

Herring 128.75
Times Prg H. 105.81

He was instructed to give the contract to the "Times" House.

"The following letter was presented and read -
L. Miller, Esq
Dear Sir.
Will you please send us down $66. to pay wages of Thos. F. Egan janitor of School, from June 16th to Sept. 1st. 1888, the time you were absent in Europe and oblige
Yours truly.
Dingee and Slavens -"

Egans Wages

Mr Miller was instructed to reply that as authority was granted to Mr Dingee to pay the janitor during the Summer of 1888 he should look to the corporation for the money instead of to the Instruction Committee.

The Chairman announced the appointment of Mr. Chas. E. Dana as a member of this committee in place of Mr. Frederic Graff deceased.

Mr Dana appointed on Instruction Committee

The report of the Committee of artists who had acted as judges in awarding the prizes was read, and On motion of Dr. Norris the Secretary was instructed to convey to the gentlemen composing this Committee. Mr. Sewell, Mr. Richards, and Mr Dana - the thanks of this Corporation for this service -

Mr Hockley moved that ~~when the proposition recently issued to the U.S. Potters Association should be accepted by that body~~ the Instruction Committee

Potters Association

request the Executive Committee, ~~that~~ in the acceptance, by the Potters Association, of the proposition recently made by the Executive Committee of this Institution, to take action ~~concerning~~ regarding the provision of additional accommodations.

Books for Library

The principal was on motion authorized to purchase a work on Ornament entitled 15th Century Italian Ornament for $15.00

Miss Slater's Engagement

The principal was also authorized to re-engage Miss Mary Ellen Slater as an instructor in the modelling class at a salary of $350.- for the calendar year beginning July 1st. 1890.

Advertising

Mr Miller having called attention to the matter of advertising it was on motion of Dr. Norris ordered that the advertising be left in the hands of the Chairman and the principal with power to act.

Bids for Coal.

Mr Miller submitted the following bids for supplying the school with coal during the coming year. The bids being for best hard Lehigh Coal well picked and screened

Tierney & McManus $5.- a ton
Thos. F. Manderfield $4.40 "

Coal Contract

On motion of Mr. Hockley, seconded by Mr Pepper it was
Ordered that the contract for furnishing the School with coal be awarded to Thos. F. Manderfield on the terms above noted -

Engravings presented by John Moss

The principal reported that he had received from Mr. John Moss Jr - as a present to the School a set of 10 engravings from Raphaels Frescoes in the Loggia of the Vatican and on motion of Mr. Pepper. Mr Miller was instructed to convey to Mr. Moss the thanks of the Corporation for his valuable gift -

The following bills were presented and on motion of Mr. Pepper they were approved and ordered to be paid -

T. H. McCool Engrossing Diplomas and filling Certificates 32.95
L. W. Miller incidentals 270.09

The meeting was then adjourned

L. W. Miller
Secretary -

Stated Meeting Sept. 12th 1890

Philadelphia Sept 12 1890.

A meeting of the Instruction Committee was called by the chairman at the office of Mr. Hockley. 205 South Sixth St. at 3 o'clock P.M. today. but as no quorum was present. no business was transacted.

L. G. Miller
Secretary.

Stated Meeting Oct. 4th 1890

Philadelphia Oct. 4th 1890.

The Regular Monthly Meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past three o'clock P.M. today. Present Mrs. Roberts Dr. Norris and Mr. Umwood.

In the absence of Mr Search Mr Wood was called to the chair.

The minutes of the last meeting (of June 6th) were read and approved.

The Principal's Report was presented and read - was accepted and ordered to be filed.

The Principals Report having contained a recommendation that the following applicants should receive appointments to Scholarships - The appointments were made - on motion of Dr. Morris.

Appointment to Scholarships

Temple Scholarships -

Alfred W. Smith. Riverton N.J.
Carrie Dryfoos. Phila.
Maria L. Holt "

Barton Schip.
Marie L. Guillon. Phila.

Weightmann Schalarship.

Ethel Bunting. Roxborough.

The following bill was presented and ordered to be approved and signed by the temporary Chairman.

L. Willier. Incidentals for Sept. 182.11

The Meeting was then adjourned

L. Willier
Secretary -

Stated Meeting Nov. 7 1890

Philadelphia Nov. 7 1890

The regular monthly meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past three o'clock today.

Present. Mrs Gillespie, Mrs. Roberts, Mrs. Eisenbrey, Mrs. Keen, Mrs Shelton, Mr. Pepper, Mr. Wood and Mr Dana.

In the absence of Mr Search, Mr Wood was called to the chair.

Illness of Search
Mr Wood Chairman Pro Tem.

In taking the Chair Mr Wood stated that in compliance with a request which had been made by the President, he would be willing to act as the chairman of this Committee during the illness of Mr Search.

The minutes of the last meeting were read and approved and the Principal's report was read and accepted and ordered to be filed, and it was ordered that the recommendations contained in the report be adopted

Working Collection from Mem. Hall

with the exception of one relating to providing a working collection of objects of Industrial Art for the use of the School exclusively, which was referred to the Executive Committee with the request that it be acted upon at the next meeting.

The other recommendations were as follows.

That "Temple" Scholarships be granted to the following for the current year.

Eliza B. Chase
Christina F. Braid
Kate DeWitt Burg.
Henry Goodson Ives.

Temple Scholarships.

"Barton" Scholarships for same period
Grace Dennison
Elise Guillou (in place of Marie Guillou)

and that Janet MacAlister receive the State Scholarship for Philadelphia County for the unexpired term (ending June 1st 1891) to which Geo. F. Goldsmith was appointed by Governor Beaver.

The recommendation regarding objects of Industrial Art for the use of the School

was prompted by a letter from the Secretary informing the Principal that hereafter by resolution of the Museum Committee adopted Nov. 3rd. objects from the Museum were hereafter to be loaned to the school for thirty days only and that no objects of a fragile nature or antiquarian value were to be taken from the collection.

Regarding Objects from the Museum:

The Principal was instructed to write to the Secretary informing him that the whole matter was referred to the Executive Committee for further instructions attention being called at the same time to the decisions of that Committee made in April 1884 and communicated to the Principal in letters dated April 4th 1884 and September 23rd 1884.

This last contains the following paragraph "You are to have anything you wish to have from the Museum that belongs to us".

On motion of Mr Pepper the Principal was authorized to purchase certain books for the Library which he had recommended at a cost not exceeding $25.00

The following bills were presented and it was ordered that they be approved and warrants drawn for their payment.

Bills -

Jos. M. Wade.	Adv. in Wades Fibre & Fabric	30.-
Geo. W. Childs	" " Ledger	26.3
Tickner & Co.	" " Cum. Architect	36.-
W. E. Herring	Stationery and Printing 4.50 14.40 23.25	42.2
Jas. J. Quigley	Repairs to Heaters & Flues	17.74
L. U. Miller	Incidental Expenses	153.24
	Total -	$305.54

The Meeting was then adjourned

L. U. Miller
Secretary -

Stated Meeting Dec. 5, 1890

Philadelphia, Dec. 5, 1890

The Regular Monthly meeting of the Committee on Instruction was held at 1336 Spring Garden Street at half past three o'clock to-day.

Present - Mrs. Gillespie, Mrs. Shelton, Mrs. Roberts, Mr. Pepper, Mr. Hm. Hood, Mr. Stuart Hood, Mr. Hockley and Mr. Dana.

Mr. Hm. Hood occupied the Chair.

and in the absence of Mr Miller who was prevented by illness from being present Miss Roeck the Clerk was instructed to act as Secretary.

Miss Roeck as Secretary

The Minutes of the last meeting were read and approved, and the Principal's Report was read and accepted and ordered to be filed.

The Principal's Report contained the following recommendations: —

That Mr. Lightenhouse be employed as Assistant in the Chemistry Department for the month of December, one evening in the week at a compensation of $2 - a night.

Employment of Mr. Lightenhouse

On motion of Mr. Hockley the employment of Mr. Lightenhouse on the terms of the above

recommendation was approved.

That Mr. Algeo assist in the Dry Class of the Textile Department for the remission of his tuition fees, and in the Evening Class for a compensation of $1- per night

Employment of Mr. Algeo.

On motion of Mr. Stuart Hood, the employment of Mr. Algeo on the terms of the above recommendation was approved.

The Principal also reported ~~a~~ that the Sub-Committee appointed to secure a teacher of Chemistry to succeed Mr. Chase, had decided to recommend the appointment of Mr. Edward Hudemann of Columbia College, and a letter from C. F. Chandler Professor of Chemistry and Dean of the School of Mines at Columbia College, warmly endorsing Mr. Hudemann, was received and read, and the report of the Sub-Committee on the appointment of Mr. Edward Hudemann as Mr. Chase's successor in the Chemistry Department was concurred in by this Committee.

Mr Hudemann Professor of Chemistry & Dyeing

On motion of Mr. Stuart Hood, the Principal was authorized to spend an additional $31- for Racinet's work on ornament for the Library.

Racinet's Library

The following letter from the Secretary was read and ordered to be placed on the minutes:—

November 13, 1890

Dear Mr. Miller: —

The Executive Committee yesterday considered your letter of the 10th inst. giving resolution of the Instruction Committee relative to Museum Committee rules —

The rules were read, and after being amended by Mr. Cooper so as to read sixty instead of thirty days were approved by the Executive Committee.

Objects from Museum —

The rules, therefore, now are — That objects to be used for instruction in the School shall be selected previous to the meeting of the Museum Committee (on the 1st Monday of the month) and the list submitted to the Committee. The objects allowed shall be loaned for a period of sixty days.

No objects of a fragile or antiquarian nature shall be taken from the collections.

There is a room here where students can have objects brought from the collections for purpose of study on any days except Sundays or Monday forenoon.

I am, Very Truly Yours,
Walton Ware, Secretary

The following bills were presented and on motion of Mr. Cooper, it was ordered that they be approved and warrants drawn for their payment —

Quigley, Repairing Roof	$43.92
Schaffer, Altering gas pipes	36.71
Vanderfield, coal for them, & exp.	15.—
G. Neill, Balance on books	31.—
L. H. Miller, Incidentals	127.09

The Meeting was then adjourned.

L. H. Miller
Secretary -

Stated Meeting Jan. 2nd. 1891

Phila. Jan 2nd 1891

The Regular Monthly meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past three o'clock ~~to day~~.

Present. Mrs Gillespie. Mrs Roberts. Mrs Shelton Mrs Keen and Mr Dana.

In the absence of Mr Lovel Mr Dana was called to the chair.

The Minutes of the last meeting were read and approved.

The Principals Report was presented and read and ordered to be filed.

The Principals Report having contained a recommendation to the effect that it seemed desirable that at least as much of a collection of objects of industrial art as that which he himself had made in Europe two years ago be brought in for the permanent use of the School. It was on motion of Mrs Gillespie.

Resolved that this Committee requests the Executive Committee to allow the small collection

of objects purchased by Mr Miller in 1888 with funds from the Temple Request to be placed in the School for its permanent use.

Mr France's Salary

The Principal having also called attention in his report to the small salary paid to Mr France and stated that he was afraid he could not hope to retain his services unless this was increased. it was on motion of Mrs Gillespie

Resolved that the matter of increasing Mr France's salary be referred to the Executive with a favorable recommendation

1st (?) Waking Reception

On motion of Mrs Roberts it was ordered that a working reception be held at the School on the evening of Monday the 19th inst.

The following bills were presented and ordered to be signed by the temporary chairman as approved by this Committee.

Thomas Garber	building 12 Closets	37.0
L. W. Miller	Incidentals	119.8

The Meeting was then adjourned

L. W. Miller
Secretary —

Stated Meeting February 6th 1891

Philu. Feb. 6 1891

The Regular Monthly meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past three o'clock today.

Present. Mr. Pepper. Mrs Gillespie. Mrs Roberts. Mrs Wood and Mrs Moulton. and letters expressing regret at their inability to be present were received from Mrs Crozer. Mr. Clark and Mr Dana.

The Minutes of the last meeting were read and approved.

The Report of the Principal was read and accepted and ordered to be filed.

The Report having contained the following recommendations they were severally approved.

Money for Books on Pottery.

(1.) That the sum of *200.- be advanced from the amt. to be received from the Potters Association, and the Principal allowed to expend the same on books relating to Pottery.

* Changed to *100.- at May meeting

(2.) That Miss Marie L. Helt. be paid at the rate of $1.00 an evening for the remainder of the term as an assistant in the Evening Class.

(3.) That Miss Mae Somers. and Mr. Vernon H. Bailey be paid $50.00 each for assisting with the Day Class from Jan 1st. to June 1st.

The Report also called attention to the case of Mr. N.P. Cutler Jr. who entered the School last October but was obliged by illness to give up his work here.

Cutler's Tuition to be Returned

On motion of Mr Pepper seconded by Mrs Gillespie. it was.

Resolved that the money paid by Mr Cutler for tuition ~~tuit~~ be returned to him in full. as he had been obliged to give up his studies on account of illness

It was, on motion.

Ordered that "Open Evenings" be held on the 25th of the present month and on the 16th of March.

And making Reception

The following bills ~~there~~ presented by the Secretary and were approved.

And ditto

Thos. Barber	Carpenter work	37.87
L. W. Miller	Incidentals	182.80

The meeting was then adjourned

L. W. Miller
Secretary

Stated Meeting March 6 1891.

Philadelphia March 6 1891

The regular monthly meeting of the Committee on Instruction was held at 1335 Spring Garden St. at half past three o'clock P.M. today -

Present - Mrs Gillespie. Mrs Roberts. Mrs Shelton Mrs. Wood. Mr Hockley and Mr. Clark

In the absence of Mr William Wood Mr Hockley was called to the chair.

The minutes of the preceding meeting were read and approved.

The Report of the principal was presented and read and was on motion accepted and ordered to be filed.

U.S. Potters Association

On motion of Mrs Gillespie it was ordered ~~that~~ the principal make a report to the Executive Committee at its next meeting setting forth the difference between the proposition made by our trustees & the U.S. Potters' Assn last June and the form in which it was announced in the circular recently issued by this Association

In accordance with a recommendation made by the Principal, it was, on motion of Mrs Roberts.

Scholarship to Miss Ives.

Resolved that a free Scholarship for the remainder of the Current School year be granted to Miss Edith Ives of 2022 Oxford St.

The following bills were submitted.

L. W. Miller, Incidental Expenses
Regular Department $122.67

E. W. France & Several Others, ditto
Textile Department.

Edward Gudeman, do. Chemical "

Mr Miller's bill was on motion approved. The others were referred to Mr Van Wood as chairman of this committee with the understanding ~~that they~~ would be paid by Mr Search from the Textile Fund.*

The Meeting was then adjourned

L. W. Miller
Secretary —

* This was attended to as directed.

Stated Meeting April 3rd. 1891

Philadelphia April 3 1891

The Regular Monthly Meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past three o'clock today

Present. Mrs. Gillespie. Mrs. Wood. Mrs. Shelton Mrs Crozer. Mr. Wm Wood. Mr. Pepper. Mr. Stuart Wood. Mr. Clark. and Mr. Dan

The Minutes of the last meeting were read and approved. and the Principals report was read & ordered to be filed.

It was, on motion. Ordered. that the correspondence that had passed between Mr Hagues and Mr. Miller regarding the collection, and the disposition, of the fund to be raised by the U.S. Potters' Association in aid of the School be embodied in the report to be made to the Executive Committee at its next meeting.

Potters Coin Fund.

The Chairman called attention to the case of Mr. William Gilmore a student in the Textile Department who had requested the return of some portion of the amount which he had

Ret of Gilmores Tuition Fee.

paid for tuition - on the ground that he had been unable to spend as much time at the school as he had hoped to be able to give and had given up attending altogether since some time in January. In accordance with Mr Wood's recommendation it was

Resolved - that in view of the circumstances stated by Mr. Gilmore he be allowed to complete the course of study at such time in the future, as shall be arranged by the principa

The following bills were submitted and approved ~~and~~

Regular Department -

Maria L. Holt. assistant in Eve Class.	22.—
L. W. Miller. Incidental Expenses	310.57

Textile Department.

E. W. France Incidentals	29.24
Bradley Geo. Services as Asst.	91.—
Collins Mfg Co. Cards	2.40
Schaum and Uhlinger	10.08

Textile Chemistry and Dyeing Dept -

Edward Gudemann. Incidentals	49.93

The meeting was then adjourned

L. W. Miller

Secretary -

Stated Meeting May 1st 1891.

Philadelphia, May 1st 1891

The Regular Monthly Meeting of the Committee on Instruction was held at 1336 Spring Garden St at half past three P.M. today.

Present. Mrs. Shelton, Mrs. Roberts, Mrs. Moulton, Mrs. Wood, Mr Hockley, Mr. Search, Mr. Dana and Mr. Clark.

In the absence of Mr. Wm. Wood Mr Hockley was called to the chair.

The Minutes of the last Meeting were read and approved, and the Principal's Report was read and accepted and ordered to be filed.

Lantern Purchased

Mr Clark moved that the lanterns referred to in the Principal's Report be purchased and the Committee of the Potters Association be asked to share the expense. It was so ordered.

Annual Exhibition

Mr Clark moved that a Committee of seven, three of whom should be ladies, be appointed to make arrangements for the annual exhibition of the work of the School and for the Closing Exercises,

It was so ordered and the Chair having appointed the following gentlemen members of this Committee viz. Messrs Clark, Pepper, Search, and Dana, leaving the three remaining appointments to be made by the Associate Committee of Women.

It was on motion Resolved, that the Closing Exercises be held on Saturday June 6th.

The following gentlemen were suggested as speakers.

G. Harry Davis. J. Hart Brewer. Ex. Governor Beaver. Governor Pattison Edward H. Coates. Talcott Williams Col. Alexander McClure.

On motion of Mr. Dana it was ordered that the Committee be authorized to employ a Stenographer and to publish the proceedings on this occasion.

Proceedings to be Published

On motion of Mr. Dana the matter of advertising was referred to Mr. Search and Mr. Miller with power to act, the amount to be expended by them to be such as might be authorized by the Executive Committee.

Advertising

Expenditures by this Committee Limited to $100 —

A Communication from the Secretary of the Corporation: Mr Dorr was read calling the Committee's attention to the clause in the By-Laws by which the expenditure of amounts exceeding $100.— except by authority of the Executive Committee was forbidden, and on motion of Mr. Search the resolution adopted at the meeting in February authorizing the expenditure by the Principal of $200. for books on Pottery was re-considered and on a subsequent motion the resolution was amended by the substitution of the words "one hundred dollars" in place of "two hundred dollars" stricken out.

The following bills were submitted and approved and ordered to be signed by the Chairman pro. tem.

Regular Department.

L. W. Miller. Incidentals $123.57

Textile Department.

E. W. Frence. Incidentals 25.71

Erben, Search & Co. Yarn. 31.20

Edward Gudeman Incidentals 50.77

Pottery Department

Edward Gudeman (2 mos.) Incidentals, 31.06

R. M. Lindsay Books 17.55

The meeting was then adjourned. L. W. Miller Secy.

Stated Meeting June 5th 1891.

Philadelphia June 5th. 1891

The Regular monthly meeting of the Committee on Instruction was held at 1336 Spring Garden St at half past three o'clock P.M. today.

Present Mrs Gillespie. Mrs Shelton Mrs. Wood Mr. Pepper. Mr Search. Mr Hershberg. and Mr Stuart Wood

In the absence of the chairman Mr Wm. Wood. Mr Search was called to the chair

The minutes of the last meeting were read and approved.

Prizes Awarded

A letter from Mr Wm. Wood informing the committee of his action in awarding Special School Prizes of $25.00 and $20.00 respectively to Chas. Livingston and Channing Smith of the Textile class. and containing his resignation of the Chairmanship of this committee which was assumed temporarily during the illness of Mr Search was submitted and read.

Mr Search resumes as Chairman

On motion of Mr Pepper it was resolved that Mr Wood's resignation be accepted and the thanks of the Committee tendered him for his very efficient service.

The Principal submitted no formal report as the final one in the year was read at the Closing Exercises which were held at Memorial Hall on the 29th of last month. He called attention to the work which was now of much importance for this committee: The preparation of the new circular and the re-engagement of the teachers.

Coal Bids

The following bids to supply the school with coal were submitted and read.

Thos. F. Manderfield.	4.40 a ton
Chas. Fleming	4.75 " "
Downey and Ryan	4.50 " "

On motion of Mr Ford it was ordered that Mr Manderfield's bid be recommended for acceptance to the Executive Committee.

It was, on motion, ordered that the meetings of this committee be held at all during the summer be held at Mr Peppard's office Room 305 President Bldg, Fourth and Chestnut Sts

Engagement of Teachers etc

On motion of Mr Ford, seconded by Mr Peppard it was Ordered that a committee of three be appointed to consider the resources of the school and to consider and recommend engagements of teachers and all matters

incidents to the conduct of the School for the coming year and to report to a meeting of this Instruction Committee to be held June 12th at 2 P.M. at Mr Peppers office

The chair appointed Mr Stuart Lovell and Mrs Gillespie to act with him in this Committee

The following bills were presented and allowed and ordered to be signed by the Temporary Chairman -

E.M. France. Incidentals. Textile Dept. 30.3
Edw. Gudeman " Dept. of Textile Chemistry. 37.
R.M. Lindsay Bds for Pattern School 47. -
Philo. Photographic Wheel-Lantern for Phys. sch. 50. -
L.C. Miller. Incidentals regular Dept. 298.50

The Meeting was then adjourned

L.C. Miller
Secretary -

Special Meeting June 12th. 1891

Phila. June 12 1891

A Special Meeting of the Committee on Instruction was held at Mr. Pepper's office 405 Chestnut St. at 2 o'clock P.M. today

Present. Mr. Pepper. Mr. Search. Mr. Stuart Wood Mr Hockley. Mrs. Gillespie. Mrs. Shelton. Mrs. Roberts. Mrs Wood. and Mrs Moulton.

School Extension

Mr. Search reported that he had examined several properties on Spring Garden St. with a view of finding a new location for the School and that the two properties at 13th and Spring Garden that were for Sale could be bought for $80.000.—

Harrisburg Appropriation

Mr. Wood submitted a letter from Harrisburg which was read. containing an intimation that it was doubtful whether Governor Pattison would sign the bill recently passed by the legislature for the assistance of the School. It was decided that a committee of ladies should go to Harrisburg on the following day. And Mr Search hoped to be able to go with a Committee of business men on the following Monday or Tuesday.

Mr. Search submitted a statement showing that the estimated expenses of conducting the School would not be less than $15.000.- for the coming year

Support of School.

Mrs. Gillespie felt that steps should be taken to secure this in the event of the failure of the appropriation bill and stated there were $4,300.- in the hands of the ~~Associate Committee of Women~~ Trustees which could be applied to this use if necessary and she would pledge the committee for at least $4.000.- for the following year.

The meeting was then adjourned

L. W. Miller
Secretary -

Stated Meeting October 2nd 1891

Philadelphia Oct. 2nd 1891

The Regular Monthly meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past three o'clock P.M. today.

Present Mr Search. Mrs. Gillespie. Mrs. Moulton. Mr Dana and Mr Hockley -

The Minutes of the last two meetings were read and approved.

The Principal's Report was read and accepted.

Report of Committee to engage Teachers

Mr. Search, as chairman of the Special Committee appointed to engage the teachers reported the following list as having been engaged at the Salaries affixed.

	Mr. Miller 3.000.-		Mr. France	1800.-
Art School	" Stratton 1.200.-	Textile School	" Possell	[illegible]
	Miss Goodwin 600.-		" Algeo	600.-
	Mr. Lachenmeyer 600.-		" Finckel	900.-
	Miss Slater 480.-		" Roberts	312.-
	Mr Simons 480 -			
	" Rosenzney 230 -			
	Miss Boeck 480 -			

This action of the Chairman was approved.

It was also reported that Miss Holt was engaged to conduct the Class in Stained Glass Work with the understanding that she should have the privilege of using, rent free the room that was assigned to this Class as a shop in which to execute orders for Glass Work and that all tuition fees paid by special students in this class should be turned over to her, ten percent of the same being deducted for the School

Compensation of Miss Holt.

This arrangement was approved.

Mrs. Gillespie offered the following which was unanimously adopted.

Resolved that this Committee learns of Mr Boyle's intended absence from Philadelphia with deep regret, and trusts that it will not be extended over a long period

The Committee also desires to convey to Mr Boyle its testimony for the valuable services which he has rendered as an instructor and to assure him that he carries with him to his new field of labour the hearty wishes of each member of the Committee for his success.

Resolution regarding Mr Boyle.

The Chairman reported that he had assumed the responsibility of making during the Summer certain much-needed alterations and improvements in the School Building, already described in the Principals Report.

Improvements to the Building.

This action of the Chairman was approved.

The following communications were presented and read: —

1 From the Committee on Woman's Work of the Managers of the World's Columbian Exposition. Referred to the Associate Committee of Women.

1.ª From Mrs Shelton expressing regret at her inability to be present.

2.ª From Mrs Wm. Weightman Jr asking whether a free scholarship could be granted to Miss Ethel Ramsey.

3. From Mr L. Clarke Davis warmly recommending Miss Ramsey for such an appointment.

Communications

4. From Miss Campbell teacher of drawing at the Girls Normal School recommending Miss Isabel Jacobs for a free scholarship

5 From Miss Jacobs explaining the grounds on which her request for a free scholarship was based.

6 From Mrs. Henriette Einstein recommending Meyer Dansig for a free Scholarship.

7. From Miss Goodwin recommending Albert B. Tricker for a free scholarship in the Evening Class.

8. From Mr Cadbury referring to the Committee ~~the matter of the Sch~~ a communication from the Secretary of the Association for the improvement of Fairmount Square in which the School grounds soliciting a contribution of $15.00 such as was paid by other residents.

On motion ordered that we subscribe to this fund and the Secretary was authorized to pay the above subscription.

Mrs Moulton offered the following :-
Resolved that the candidates for free scholarships recommended in the above communications be appointed subject to the approval of the Executive Committee.

The following bills were presented and were, on motion, approved and ordered to be signed by the chairman.

Thos. F. Manderfield Coal	$132.—
W. E. Hering. Printing Circular 212.50 1000 Stamped Envelopes 11.75	224.25
Advertising. Inquirer 7— Times 5.60 Record 11.55	24.15
S. H. Hackett 100 chairs	41.50
J. H. Sanderson Desk 45— Chair 5.50 for do.	50.50
S. L. Vandyke. Repairing Ceilings	23.35
J. C. Hare Glass at 1336 Sp. Garden. 28.50 ~~& Varnishing at Textile Sch.~~ ~~62—~~	28.50
	90.50
Frank P. Bennett - Boston - Advertising	30.—
H. Gerrard. 100 Copies of N.Y. Paper containing notice of Sch.	10.—
Wm. Hodges & Co. two Water Coolers	20.70
Chas. Carr & Son. Hauling Cases	17.50
L. Thompson & Co. Lumber	10.50
Edw. E. Wallace. Paint. Varnish etc	6.75
S. H. French "	2.19
R. F. Roche. Card Sign 1.— S. B. U. Tools Walters 1.80 W. Hoskins books 4.95	
H. Robinson. Papering 5.05	12.80
L. W. Miller. Incidentals	169.29
John Wanamaker "	71.[illegible]

The meeting was then adjourned
L. W. Miller. Secretary

Stated Meeting - Nov. 6 1891

Philadelphia Nov. 6 1891

The Regular Monthly meeting of the Committee on Instruction was held at 1336 Spring Garden St at half past three o'clock P.M. today.

Present Mr. Pepper. Mrs. Gillespie. Mr Search. Mrs Shelton. Mrs. Moulton. Mrs. Roberts. Mr Clarke. Mr Hockley. Mr. Dana and Mr Wm. Wood.

The Minutes of the last Meeting were read and approved.

The Principal's Report was read and accepted. and on motion of Mrs. Gillespie a recommendation in the report that certain books be purchased for the Library at a cost of $50.- was approved Mrs. Gillespie adding that if funds for this purpose were not available from other sources half of this amount would be furnished by the Associate Committee of Women.

The following Communications were received and read.

From Miss Matilda Whitall soliciting a free Scholarship.

" Miss Helen N. Roberts soliciting a free Scholarship.

Communicating. " Mr Edward Shippen warmly recommending Miss. Roberts for a free scholarship.

" Mr John A. Davis soliciting a free sch

" Mrs. Chas. B. Keen - recommending Mr Davis -

" Mr. John J. Boyle thanking the Committee for the kind expression embodied in the resolution adopted by this Committee at the meeting held October 2nd.

New Chandelier " DeKosenko and Hetherington offering to make a gift to the School of one third the price of the new Chandelier in the Library.

The Chairman reported that it had become necessary to provide ~~still further~~ additional room for the Textile School, and extremely desirable to control the entire building 1303 Buttonwood St. in which the School was located, with the exception of the lower floor which did not communicate with the halls and stairways giving access to the

Textile Annex

Lease of additional room for Textile School

upper floors. He had therefore assumed the responsibility, after conferring with Mr Wm. Wood, of leasing the second floor of the building at a rental of $1.000. per annum, subject to the approval of this committee. He explained his purpose to establish in this room appliances for teaching Carding and Spinning and stated that valuable gifts of machinery for this purpose had already been secured.

On motion of Mr. Peffer the action of the Chairman in leasing the room was approved.

School of Decorative Painting.

The Chairman further reported that it was feasible and desirable ~~that~~ to establish a School of Decorative Painting as a new department of Applied Art. and on motion of Mr. Hockley it was.

Resolved that a sub-committee be appointed to confer with the principal with reference to the establishment of a School of Decorative Painting with power to act.

Mr Wood moved that the sub-committee consist of the Chairman, Mr. Dana and Mr. Hockley. It was so ordered.

Mr. Steward son.

The Principal having reported the steps already taken by Mr Dana and himself toward securing the services of Mr. Edmund A. Stewardson as a successor to Mr. Boyle. the making of a definite arrangement with Mr. Stewardson was referred to the committee just appointed.

The appointments to Free Scholarships were discussed and as no definite information regarding the number of these provided for in the bequests which had been made to the institution it was. on motion of Mr. Hodsley

Free Scholarships.

Resolved. that the Treasurer be requested to furnish this Committee through its Chairman with a list of the Free Scholarship and of the present holders.

On motion of Mr. Pepper it was

Whitall & Roberts appd to Schips

Ordered that free scholarships be granted to the two ladies from whom application had been received today. Miss Whitall and Roberts. if there were found to be vacancies and if the applicants were found in examination by the Principal to be properly qualified.

No action was taken in the case of the third applicant. Mr Davis. for

the reason that the Principal that the qualifications of the applicant did not appear to be such as would warrant a favorable recommendation in his case.

Outside Lamp.

The Chairman recommended that a ~~Sta~~ suitable light be suspended at the entrance to this building. The recommendation was approved.

The following bills were presented and approved and ordered to be signed by the chairman. with the exception of the one from W. H. Chambers the charges in which the Chairman believes to be excessive.

S. M. O'Niel. Books	see Principals Rep. and minutes	50.00
W. E. Hering. Stationery & Printing		104.45
Waltens. Hardware for Textile School		9.98
Gas Bill	" " "	10.50
E. W. Prence. incidentals	" "	56.16
L. W. Miller " Cash	"	202.51

For Renovating and Re-furnishing.

Wallace. Paints Varnishes etc		85.68
Quigley Repairing Yard and building doorway to cellar. incl. excavating	72.90	
Repairing Heaters	7.90	85.80

Barber. Renovating Halls, Front. and new rooms as per estimate 300.— Work in back buildings and other extra work - - - - - - - - - 41.64		341.64
Wood. Repairs to Heater		16.30
Walters Hardware		13.83
Weber Drawing Boards 28.20 Easels 7.80		36.—
Lewis Work in Library & Office		71.50
Thompson. Drawers & Lumber		9.13
* Chambers. Plumbing and Gas Fitting		345.32
Barber Carpenter Work. incl. removing partitions.		337.47
Hunekes. Lettering Windows in Office		18.—
DeKosenko & Hetherington. Chandeliers "		30.—

* not approved.

The meeting was then adjourned.

L. W. Miller
Secretary.

Stated Meeting Dec. 4th 1891

Philadelphia Dec 4th 1891

The Regular Monthly Meeting of the Committee on Instruction was held at 1336 Spring Garden St at half past three o'clock P.M. today.

Present - Mrs. Gillespie. Mrs. Shelton. Mrs Wood Mr. Clark, Mr Dana, and Mr Hockley.

In the absence of Mr Search the Chairman. Mr Hockley was appointed temporary Chairman

The Minutes of the preceding meeting were read and approved and the Principals Report was read and accepted.

On motion of Mrs. Gillespie seconded by Mrs. Wood it was

Thanks to D.F. Haynes

Resolved that the Secretary convey to Mr. D.F. Haynes the thanks of this Committee for the very great interest he has manifested in our work and the assistance which he has rendered in our efforts to establish a School of Pottery.

The Correspondence with Mr Cadbury submitted with the Principals Report and relating to the provision for Free Scholarships was

by resolution referred to the Executive Committee with a request that the suggestions contained in it be acted upon as soon as possible.

Mr Dana reported that Mr Edmund A. Stevenson was still disabled so that any definite engagement of him as an instructor would have to be still further postponed.

On motion of Mr Clark seconded by Mrs Shelton it was Ordered that Mr. Julian Millard be employed as an instructor in Instrumental Drawing on the terms mentioned in the Principal's Report viz: 3.00 a lesson twice a week

Millard appointed instructor

The Principal reported that at the request of Mr Laird Professor of Architecture he had loaned a collection of School work for exhibition at the University, and

On motion of Mrs Gillespie it was

Resolved that this Committee is pleased to see that our work is considered worthy of place on the walls of the University and when the University students shall do work as creditable we shall be pleased to exhibit it on our walls.

Students work University

Note. Mr. Dana as chairman of the meeting instructed the Secretary not to send the foregoing resolution to the Authorities of the University until further instructions. on the ground that no quorum was present when it was passed.

L. Dana.

above not Sent to U. of P.

The following bills were approved and ordered to be signed by the temporary chairman -

Walters - Hardware.	43.19
* Chambers - Plumbing and Gas Fitting	328.06
Dreka. Invitations and Envelopes	41. -
E. W. France. Incidentals for Textile School	68.41
L. W. Miller " " Arb "	205.24

The meeting was then adjourned

L. W. Miller
Secretary -

* The bill which was not approved at the meeting of Nov 6. reduced by a discount of 5 c/o -

Stated Meeting Jan. 4th 1892.

Philadelphia Jan. 4th 1892.

The Regular Monthly Meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past three o'clock P.M. today.

Present Mr. Peaveh. Mrs Shelton. Mr Wm. Wood and Mr. Hockley.

The minutes of the last meeting were read and approved.

The Principals Report was read and accepted. Letters of regret received from the following persons in response to invitations to be present at the opening of the new rooms of the School on Wednesday Dec. 2nd were presented.

Gov. and Mrs. Pattison
Postmaster General Wanamaker
Auditor General J. N. Cassatt.
Senator Williamson
Attorney General Hensel
Mr and Mrs. Chas. M. Lukens.
Asst. Supt. Lydia A. Kirby. and
Samuel Hawking.

Mr Search to whom the correspondence relating to Scholarships and the Treasurers report regarding them had been referred by the Executive Committee reported progress.

Exhibit at Chicago

Mrs. Shelton on behalf of the Associate Committee of Women requested that a separate exhibit of the work of pupils be made at the Columbian Exposition at Chicago as part of the representation of Woman's Work.

After a full and free expression of opinion on the part of those present as it was apparent that the feeling of the members was decidedly adverse to the division of forces which the making of two exhibits would imply it was, in the absence of a quorum, decided that action in this matter be deferred until the next meeting.

The following bills were approved.

Julian Millard.	Services as Instructor	21.00
Paul Rosenzweig	" " "	30.—
E. A. Posselt.	Books for Textile School	100.—
Dando Printing Co.	Programs " "	4.—
Dreka.	Invitations opening " " (add'l.	11.—
Lewis & Bro.	Tables etc	82.50
E. W. France.	Incidentals Textile Sch.	140.92
L. W. Miller	" Cash "	153.34

The meeting was then adjourned. L. W. Miller Secretary.

Stated Meeting. Feb. 5th 1892.

Phila. Feb. 5th 1892

The Regular Monthly Meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past three o'clock today.

Present. Mrs. Gillespie. Mrs. Wood. Mr Pepper Mr. Dana and Mr. Hockley.

In the absence of Mr. Search. Mr. Pepper was called to the Chair.

The minutes of the last meeting were read and approved.

The Report of the Principal was read and accepted.

Stewardson Succeeds Boyle

Mr. Dana, for the Committee appointed at the meeting of Nov. 6th. to which the appointment of a successor to Mr Boyle was referred reported that Mr Edmund Stewardson had been engaged as professor of Modelling and had already assumed the direction of this Class. pending the approval of this Committee. The arrangement made with Mr Stewardson was to the effect

that he should devote one morning (Friday) of each week to this class, his compensation to be six dollars ($6.00) for each morning.

The action of the Committee in engaging Mr Stevardsen on the above terms was approved.

Chicago Exhibit

Discussion of the proposition to make a separate exhibit of Womans work at the Columbian Exposition at Chicago which was presented at the last meeting was resumed and on motion of Mrs. Gillespie, it was.

Resolved that the efforts of the School be concentrated on one exhibit, to be made in the name of the School as a whole, and that all who were connected with the institution in any capacity be urged to cooperate to make the exhibit a creditable one.

Mr. Dana called attention to the gifts recently made to the Drexel Institute and to the energy that seemed to characterize the conduct of that institution as well as of the Academy of Fine Arts and the University. He thought that this institution was, as compared with these others, not doing as much as it might

to promote the interests which it was organized to serve. and on motion of Mr Dana, it was.

Committee on promotion

Resolved. that ~~this~~ committee recommends to the Executive Committee that a Special Committee be appointed to consider the needs of this institution and to report such measures as commend themselves to them for increasing alike the usefulness of the institution itself and public interest in its work. This Special Committee to consist of an equal number of men and women.

The following bills were presented by the Principal and were, on motion, approved and ordered to be signed by the temporary Chairman.

H. R. Lewis	Folding Chairs	107.50
Jas. J. Quigley	Repairs to roof	27.93
Paul Rosenzweig	Services as instructor	36.—
DeKosenko & Hetherington	Lantern	40.—
E. W. France	Incidental Exp. Textile Sch.	159.01
L. W. Miller	" " Arts "	267.77

The meeting was then adjourned

L. W. Miller
Secretary -

Stated Meeting. March 4th 1892.

Philadelphia March 4th 1892 -

The Regular Monthly Meeting of the Committee on Instruction was held at 1336 Spring Garden St. at half past three o'clock P.M. today

Present. Mr. Pearson. Mr Pepper. Mrs. Gillespie. Mrs. Weightman. Miss McMurtrie Mr Dana and Mr Hockley.

The Minutes of the last meeting were read and approved. and

The Report of the Principal was presented and read. The report was accepted and ordered to be filed.

A Communication from Mrs. Baird explaining her absence was presented by the Chairman.

Committee on Promotion

Mr. Dana reported that the Advisory Committee whose appointment was recommended at the last meeting was appointed by the Executive Committee at the February Meeting and had held one meeting.

He outlined a programme of work for the Advisory Committee and asked the advice of this Committee concerning the work which he proposed to do. The project as outlined by Mr Dana was concurred in

and approved,
by the members of the Instruction Committee.

A Communication from the Ark Amateur soliciting an advertisement was received and read and, on motion of Mr Hockley, it was.
Resolved, that the Principal be authorized to advertise in the Ark Amateur for one year at a cost not exceeding fifty dollars if he can secure for this sum a space equal to that occupied by the card of the School of Drawing and Painting of the Boston Museum of Fine Arts.

Advertising in Ark Amateur

A Communication from Mr. Samuel H. Ashbridge in relation to the rent remaining unpaid for the room which was formerly occupied by the Chemistry Classes at Odd Fellows Hall was presented and read and on motion of Mr Dana it was ordered that the rent still due at Odd Fellows Hall be paid.

Rent of Room at Odd Fellows Hall.

On motion of Mrs Gillespie, the principal was requested to ask Mr France to submit to him a monthly report

Reports from Mr France

On motion of Mr Pepper it was Resolved that the trustees of this Committee be sent to all owners of machinery

and materials and that paragraphs describing these gifts be sent to all the prominent newspapers of Philadelphia.

The following bills were approved.

	Rosenzweig. Services as Instructor.	36.—
	Millard " " "	24.
	Steinardsen " " "	30.
	Downer and Ryan. Coal.	38.
I.O.O.F. Hall Assn.	Rent	166.66
	L. W. Miller Incidentals Ash School	223.71
	Wood Repairs & Heater	12.—
	Moyer Services as Janitor at Textile Sch.	36.—
	Roebuck " " Instructor " "	64.—
	E. W. France. Incidentals " "	97.60

The Meeting was then adjourned

L. W. Miller
Secretary.

Stated Meeting April 1st 1892

Philadelphia. April 1st 1892

There was no quorum at the meeting of the Instruction Committee which was called for today. Only Mrs Dauer was present, and no business was transacted

L. U. Miller. Secretary

Stated Meeting. May. 6th. 1892

Philadelphia May 6th 1892

The Regular Monthly Meeting of the Committee on Instruction was held at 1336 Spring Garden St at half past ~~three o'clock~~ today.

Present. Mr. Search. Mrs. Gillespie. Mrs. Roberts Mrs. Moulton and Miss McMurtrie.

The Minutes of the last Meeting (Mch. 4th) were read and approved and

The Principals Report was read and accepted,

The place, and ~~programme~~, for the Closing Exercises were discussed at length and on motion of Mrs. ~~Moulton~~ Roberts Mr Search was requested to invite Col.

Chas. H. Banes to deliver the address.

It was felt to be advisable that Heads of Departments of the School should submit reports in person on this occasion.

Ch. Banes.
Teachers to Report in Person.

Mrs Moulton moved that when this Committee adjourns it adjourn to meet again on Saturday May 14th at 4 o'clock P. M.

On motion of Mrs. Gillespie it was
Ordered that the meetings of this Committee be called hereafter at 4 o'clock

Dyeing Laboratory Established

The Chairman presented a plan for conducting a special laboratory for the investigation of all matters relating to Dyeing. for the support of which subscriptions were to be invited from manufacturers.

On motion of Mrs Gillespie the plan as presented by Mr Search was approved.

The following bills were approved.

E. W. France	Salary	Wm. Roebuck	Instructor Textile School.	64.00
"	"	Wm Moger	Janitor " "	36.—
"	"	Incidentals	" "	98.13
L. W. Miller	"		Cub School	263.37

The Meeting was then adjourned
L. W. Miller
Secretary.

Adjourned Stated Meeting. May 14th 1892

Phila. May 14th 1892

An Adjourned Regular meeting of the Entertainment Committee was held at 1305 Spring Garden St. at 4 o'clock P.M. today.

Present Mrs Beesch. Mrs. Gillespie Mrs. Shelton. Mrs. Roberts. Mrs. Weightman Mrs May. Mrs Moulton. Mrs Tim. Farrel. Mrs Fanna and Mrs Chevalier

The Chairman stated the object of the meeting to be the consideration of the arrangements in the Pleasing Exercises which were partially determined at the Regular meeting held on the 5th inst.

Place for Commencement Exercises

Mrs Fanna suggested that the occasion of the Fair this would seem to be a suitable place for the exercises. Mrs Gillespie informed the Association Hall of the Exercises was to be held in the evening.

G.C.W to bear expense, Invitations

Mrs. Gillespie reported that the committee of women had voted to bear the expense of the engraving and printing of the invitations to be issued. This offer of the committee was accepted and the Chairman of the Entertainment Committee were instructed to

After considerable discussion regarding the advisability of using the 2nd floor of the building occupied by the Textile School, as an audience room, Mr. Wood moved that the Closing Exercises be held in our own rooms. The motion was seconded by Mrs. Gill, and it was so ordered.

Place

In lieu of this, the following was.

Private view

Resolved that a private view be held on Wednesday June 8th. day and evening, that the

Cl. Exercises

Closing Exercises be held on the evening of Thursday June 9th and that the Public

Pub. Exhib.

Exhibition of School work be open on Friday and Saturday June 10th and 11th.

The President announced that Col. Chas. A. Jones had accepted the invitation to deliver an address on the Closing Exercises.

Mrs. Gillespie reminded the Committee of the interest in the School which had been expressed by Mr. Gillespie and in Feb. last the Committee in formation of the Interests of this Institution, and that he would receive a special invitation from the Trustees.

Mr. Wood moved that a Committee of 6 ~~to consider~~ viz. Mr. Leach, Mr. [illegible] and Mr. Chevalier and three ladies be appointed by Mrs. Gillespie be appointed

to have charge of the Closing Exercises and to arrange all details connected with them. Mrs. Shelton seconded the motion.

Committee appointed

Mrs. Merry moved to amend Mr. Lewis's motion by adding his name to this Committee, and the original motion was adopted with this amendment.

Committees on Prizes.

It was decided that the following should constitute the Committees to award the Prizes.

1st. A Committee of Women, selected by Mrs. Gillespie to award the prizes offered by the Associate Committee of Women.

2nd A Committee of Manufacturers selected by Mr. Lynch and Mr. Wood to award the prizes in the respective departments.

3rd A Committee of Artists consisting of Mr. Dana, Mr. Steinfelsen and Mr. Stone to be selected by them, to award the prizes in the Art School that were not awarded by the Associate Committee of Women.

It was decided that these Committees should meet for this purpose on Tuesday June 7th.

The Meeting was then adjourned.

L. A. Miller Secretary.

Stated Meeting. June 3 1892

Philadelphia June 3rd 1892

The regular monthly meeting of the Committee on Instruction was held at 1336 Spring Garden St at 4 o'clock P.M. today.

Present. Mr. Leech. Mr. Pepper. Mrs. Gillespie. Mrs. Weightman. Mrs. Roberts. and Mrs. Trowbridge.

The Minutes of the last Meeting were read and approved.

The Principals report was read and ordered to be accepted and filed. and the recommendation which was embodied in the report that the number of available free scholarships be fixed as follows. was approved.

Free Scholarships

"Temple" Scholarships	21, viz	7	appointments for 3 years each available each year
"Barton" "	6	2	" " " "
"Weightman" "	1		the appointment to be made once in three years or to fill a vacancy
"State" "	64		The appointments to be made once in three years or to fill vacancies.
"Public School" "	15	5	appointments for three years each to be available each year.

The following communications were presented and read.

From Governor Pattison expressing regret at his inability to be present at the Commencement Exercises.

From Mr. Frank P. Bennett to the same effect.

From Miss McMurtrie and Mr Dana explaining their absence

The Principal ~~reported~~ stated that he had found the teachers very much disinclined to the proposal which had been made at the last meeting, that they should submit, in person, individual reports on the conduct of their departments and proposed, ~~to embody~~ at their request, to embody their reports in his own. This arrangement was not approved by the committee, who felt that the exercises would gain appreciably in interest if the individual reports were submitted

Reports of teachers at commencements

Mr Stratton and Mr France, who were in the building, were then ~~called~~ invited to meet the committee and to present reports to this meeting in person.

This was done and as the committee was ~~decided~~ unanimously in favor of preserving the identity of the separate reports it was decided that they should be read at the closing if not by the writer, ~~the~~ by some other person or persons to be selected later

Mr Finckel.

It was decided that Mr Finckel as the head of the Department of Chemistry and Dyeing be asked to prepare a report as well as Mr France, Mr Stratton and Miss Goodwin.

Place for Commencement

The Chairman reported that on further consideration of the matter it had seemed indispensable that a larger room than the lecture room in this building should be secured for the Commencement Exercises and that he had engaged Tremont Hall for this purpose and had at the same time changed the time for holding the exercises to 3 o'clock P.M. These changes were approved by the committee.

Accommodation "Scips Proposed

The Chairman submitted a plan which he had prepared providing for a system of "Accommodation Scholarships" by which pupils properly recommended could be received without the usual payment of fees in advance but should be allowed instead to incur a "debt of honor" to the extent of the amount of these fees, the debt to be discharged at the pupils convenience. The plan was warmly approved by the committee.

Vachon's Report

Mrs Roberts presented to the School Library a copy of the Report of M. Vachon on the Museums and Schools of Industrial Art in England and on motion of Mr Pepper - the volume was accepted and the Principal was instructed to prepare a letter of thanks to M. Vachon

The following bills were approved and ordered to be paid.

Comeg & Morris Coal	184.80
Ash Amateur. Advertising.	12.24
Gerber - Carpenter Work	20.65
E.W. France - Salaries	100.—
" " Incidentals Textile Sch.	81.80
L. Miller " Ash "	262.14
W.R. Warner. Rent of Hall	25.—

The Meeting was then adjourned

L. Miller.

Stated Meeting September 30 1892.

Phila Sept. 30 1892.

A Stated meeting of the Committee on Instruction was called at Mr Pepper's office Room 705 Provident Building Cor. 4th and Chestnut St at 4 o'clock P.M. today. As no quorum was present. no business was transacted.

L. Miller

Secretary -

Stated Meeting Oct. 7 1892.

Philadelphia Oct. 7 1892

The Regular Monthly meeting of the Committee on Instruction was held at 336 Spring Garden St. at Four o'clock P.M. today.

Present Mr Leach Mr. Pepper. Mrs Gillespie. Mrs Moulton and Miss McCrystie.

Minutes & Report.

The Minutes of last meeting were read and approved, and the Principal's Report was read, accepted and filed.

Communications

The following communications were presented and read.

From Emma V. Thomas Principal of Levering School Roxborough recommending Mr. D. Frank Speckhill an applicant for a Temple Scholarship.

From E. F. Andrews Instructor at the Corcoran Art School Washington recommending Alice Barbour an applicant for a Temple Scholarship

From the Publishers of the Art Interchange asking whether an arrangement could be made by which Free Scholarships in this institution could be included among the prizes offered by that periodical to its subscribers. half the usual

rates for tuition to be paid for students admitted in this manner.

From Henry Plasschaert applying for the position of Professor of Sculpture.

From Messrs. Parks and Woolson of Springfield Vt. presenting a Shearing Machine to the Textile School.

From The James Hunter Machine Co of North Adams. Mass. presenting a Fulling and Washing Machine

Engagements of Instructors

On motion of Mrs Gillespie. seconded by Miss McNair twice the engagement of Mr Millard as Instructor in the evening class in Architectural Drawing was authorized, on the terms ~~recommended~~ stated in the Principal's Report. viz. $5.00 an evening for each evening of actual service the class to be in session one night in each week. from Oct. 11 1892 to April 12th 1893. and the recommendations in the Principals Report regarding the engagement of Mr. Nicola D'Ascenzo and Miss Helen A. Fox were also approved. and their engagement authorized. Mr. D'Ascenzo to receive three dollars $3.- for each evening of actual service and Miss Fox two hundred and fifty dollars ($250.-) for the current School year ending

July 1st 1893 payable in ten monthly payments of $25.00 each.

On motion of Mr Pfeffer the selection of a Professor of Sculpture to fill the vacancy caused by the death of Mr. Steinhaelsen was left with the Principal with power to act.

It was ordered that the offer made by the publishers of the Art Interchange, to pay half rates for the tuition fees of those who may secure, as prizes, the scholarships offered by that publication to its subscribers, be accepted with the understanding that the scholarships shall be available only at the beginning of the next school year. Oct. 1st 1893 and that we shall not be expected to receive on this basis more than one pupil in the Art School and one in the Textile School.

Art Interchange Scholarships

The Principal stated the urgent need of a few objects of Industrial Art to serve as models in the School and presented a list of objects at the museum that had been selected by Mr Swatteri with the request that if possible they be placed in the custody of the school.

Request of Objects from memorial hall

On motion of Mrs. Gillespie it was
Resolved, that the Executive Committee be invited to permit the objects as asked for by the Principal, as the accompanying list, which are to be placed in the custody of the School. The condition of the School being such that they are warranted in making this request.

The list is as follows. 76-74a 76-599. 76-874 76-95a 76-1499 and one tablet of wrought iron with plaques by Mr. Strut 78-135 76-597 76-1219 76-309 76-7

The recommendations for appointments Temple Scholarships contained in the Principals Report were approved and the appointments were made as follows. For the current School year.

Temple Scholarships

Wm. Wolferslerger
D. Frank Gledhill
Alice Barbour
Nettie J Kiehl
Wm. H. Bates

The last named being given a scholarship in the Textile School the fees in which being more than three times as great as those in the Arts School the appointment is to count for three of those contemplated in the apportionment fixed by the Committee.

Appointments to the Fourton Scholarships were not made at this time as several

* This was done and Miss Larned was appointed Oct 10

applications to be further considered had been made to members of the Committee. but the Principal was requested to examine Miss Madeleine Larned, recommended by Mrs Gillespie and to give her an appointment if she was found to be qualified *

Miss Larned

The following resolution which was offered by Mrs Gillespie was adopted

Resolution on the death of Mr. Stewardson.

This Committee desire to put upon record their deep regret at the passing away from this life of our Professor of Sculpture Edmund A. Stewardson

As a master of rare ability he stood almost unrivalled and it will be very difficult to find another who will carry on his work.

His qualities of mind and heart had endeared him to this committee, to the professors and to the pupils under his care.

Time alone can reconcile us to the loss we have sustained. Our heartfelt sympathy is offered to his family in their sorrow

Bills approved.

The following bills were approved and ordered paid

E. W. France	Incidentals Textile School. August	$15.05
"	" " " Sept.	69.01
"	Salaries Roebuck & Moyer	145.—
Keystone Spring Works.	Rent & Power. Textile School	587.50
L. W. Miller.	Incidentals Arts School	287.31

The meeting was then adjourned

L. W. Miller - Secretary.

Stated Meeting Nov. 4th 1892

Philadelphia Nov. 4th 1892 –

The Regular Monthly Meeting of the Committee on Instruction was held at 1336 Spring Garden St at 4 o'clock P. M. today.

Present Mr Leavch. Mrs Gillespie. Mrs. Roberts. Mrs Moulton. Miss McMurtrie, Mr Dana and Mr Arnold.

The Minutes of the last meeting were read and approved. and the Principals Report was read and ordered to be filed.

Roebuck's Salary increased

The Chairman reported that it had become necessary during the past Summer at a time when it would have been impossible to call this committee together for him to take immediate action in raising Mr Roebucks Salary in order to retain him as an instructor in the Textile Department.

Mr Roebuck received at that time a very advantageous offer from a firm of manufacturers but consented to remain in the School for a Salary of $1200. a year. although he might have earned $2700.- a year in the position which he had been invited to accept.

Alger's Salary

The Chairman had accordingly assumed the responsibility of re-engaging Mr. Roebuck at a salary of $1200. for the year ending July 1st 1893 - and asked the approval by this committee of this action.

The Chairman also reported that Mr. Alger had applied for an increase of salary and that he ~~favored~~ was in favor of increasing it to $900.- a year; that he had already assured Mr. Alger that while he had no power to make the increase, he would lay the matter before this committee with a favorable recommendation.

Cases of Mr. Roebuck and Mr. Alger

~~On motion~~ Mrs Gillespie stated that she would pledge $200. of the $300 - necessary to pay the increased salary of Mr Alger on behalf of the Associate Committee of women. Mr Dana felt that the salary should be paid by the Corporation and that the funds of the Associate Committee should be free for other purposes. and

On motion of Mr Dana seconded by Mr Arnold it was

Resolved. that the Chairmans action in increasing Mr Roebucks salary to $1200. for the current School year is hereby confirmed and this committee

recommends to the Executive Committee the increase of Mr Algeo's salary to $600. for the current school ending July 1st 1893.

Communication from the Secretary

The Secretary read two communications from Mr Dorr, Secretary of the Corporation one of which was to the effect that the resolution requesting the loan of certain objects from the Museum for the use of the School, which was adopted by the Instruction Committee at the October meeting, had been referred, by the Executive Committee, to the Committee on the Museum.

The second communication contained the following resolution which had been adopted by the Museum Committee at the meeting at which the request had been presented.

Resolution adopted by the Museum Committee.

"Resolved that this Committee consider
"it inadvisable to permit these objects
"to be taken from the collections; that
"they recommend that the Instruction
"Committee appoint a day in each
"week that the students shall
"come to Municipal Hall to draw
"from the collections, where facilities for
"the work will be provided, and that
the carfares of the students be paid by
the Institution. And that the Instruction

"Committee and Mr Miller, the
"Principal of the School, be invited
"to meet this Committee for con-
"ference on this matter."

The following bills were presented and on motion of Mr Arnold they were approved and ordered to be paid:

E. W. Prence. Salaries Roebuck & Moyer $145.—
E. W. Prence. Incidentals, Textile Sch. 34.37
L. T. Miller " Art School 331.66

The meeting was then adjourned

L. T. Miller
Secretary.

Stated Meeting Dec. 2 1892

Phila. Dec. 2 1892

The Regular Monthly Meeting of the Committee on Instruction was held at 1336 Spring Garden St. at 1 o'clock P.M. today

Present Mr Scovel, Mrs Gillespie, Mrs Moulton, Mrs Roberts and Mr Wood.

The Minutes of the last meeting were read and approved and the Principal's Report was read and referred to be filed.

Communications from Mr Dance explaining his absence, and from Mr John Main, a pupil in the Textile School asking whether an additional work could be obtained for the Evening Class in order that he might receive practical instruction as well as theoretical, were presented and read.

The Chairman reported that he had had an interview with the Director of the Textile School, Columbian Exposition and had arranged for space that had been assigned to that Department. He felt sure that

over hours
stand for

Chicago
Expos

application would receive due consideration when it came to be acted upon.

Mr. Gillespie expressed the wish that the next annual meeting of the Corporation should be held in this building. The suggestion was favorably received by the Committee.

Removal Discussed

An extended discussion regarding the growth and need of more commodious quarters for the School science and [illegible] was made. The result was the appointment of a Special Committee to prepare a preliminary draft of such a building as is required, and to secure estimates on properties that may be available. Mr. [illegible] received with much approval by the Committee was the claim presented by Prof. Stone that it be brought to the attention of the Executive Committee at its next meeting.

The following bills were presented and approved, and ordered to be paid

E. W. France, Salaries Roebuck & Noyes [illegible]
E. W. France, Incidentals Textile School 10
[illegible] Miller, Inc. Textile and Art Schools 25

The meeting was then adjourned

R. E. Miller, Secretary

Stated Meeting Jan. 6th 1893

Phila. Jan 6th 1893

The Regularly Monthly Meeting of the Committee on Instruction was held at 1336 Spring Garden St. at 4 o'clock P. M. today.

Present Mrs Gillespie. Mr Pepper and Mr Search

The Minutes of the last Meeting were read and approved. and the Principals Report was read and ordered to be filed.

Communications explaining their absence were received from Mrs Baird and Mr. Dam Communications were also received from the Secretary Mr Dorr - conveying notice of the action of the Executive Committee in referring the work of securing the appropriation at Harrisburg to this Committee. and from Mr J. E. Andrews a student in the evening Textile Class asking to be relieved from the payment of the note which he had given for his tuition fee on the ground that circumstances had compelled him to leave the school. The Principal was authorized to release Mr Andrews from this obligation to the extent of accepting six dollars ($6.00) instead of sixteen. the amt of the note.

Harrisburg appropriation

Case of Andrews

Miss Fetherston Engaged

Goodwin as Assistant

The Principal was also authorized to employ Miss Florence C. Fetherston as a teacher of Applied Design at a salary of $480.— a year and to pay Miss M. D. Goodwin the sum of $150.— extra for her services in the evening textile class for the current School year.

The following bills were approved and ordered to be paid.

Keystone Spring Work.	Rent & Power.	387.50
E. W. France.	Salaries Roebuck & Meyer	145.—
E. W. France	Incidentals Textile Sch.	131.01
L. W. Miller	" Art and Textile Sch's	318.96

The meeting was then adjourned

L. W. Miller. Secretary

(As there was no quorum at this meeting the copy of the minutes which was sent to the Executive Committee was signed by. Mr Dana. Mr Atwood. Mrs Chandler.)

Stated Meeting Feb. 3 1893 -

Phila. Feb. 3 1893 -

The was no quorum at the meeting which had been called for day and no business was transacted.

The following bills for the month of January were subsequently approved by the Chairman

E. W. France. Salaries Rochuck & Meyer 136.
E. W. France Incidentals Textile School 149.
L. W. Miller. " Ash and " " 317.7

L. W. Miller
Secretary

Stated Meeting. March 3rd. 1893

Phila. March 3rd 1893

The Regular Monthly meeting of the Committee on Instruction was held at 1336 Spring Garden St. at 4 o'clock P.M. today.

Present Mr Pepper. Mr Dana and Mrs Moulton

In the absence of Mr Pearsh Mr Pepper took the chair.

The minutes of the January meeting were read and approved. and the Principals report was read and accepted and ordered to be filed.

Exhibit at Academy of Fine Arts

On motion of Mr Dana the action of the Principal in arranging for an exhibition of School work to open at the Academy of the Fine Arts on March 25th was approved.

It was also

Resolved ~~that the~~ exhibition of students' work to be held at the Academy March 25th to April 1st. be the only exhibition of the kind held here this season and ~~that~~ the usual exhibition in June be dispensed with.

Resolved

that the Principal ~~was~~ be instructed to make arrangements for holding the Commencement exercises at Association Hall early in May and to invite President Eliot of Harvard University to deliver an address on that occasion.

Commencement

In accordance with a recommendation contained in the Principal's Report it was

Resolved ~~that~~ Mr Roebucks Salary ($100. a month) be paid hereafter by warrant as is the case with that of all the other teachers. instead of being included in the bill of incidentals rendered by Mr France.

Roebucks Salary

Mr Dana advocated the employment of a trained artist as Professor of Drawing. and the Principal having reported that he had already canvassed the subject very carefully and had reason to believe that the most available person whom we were likely to secure was Mr. Charles X. Harris of New York, a pupil of Cabanel and who had been very highly recommended. it was on motion of Mr Dana

Mr Harris instructor

Resolved ~~that~~ the Principal be given power ~~to act~~ in the matter of engaging a Professor of Drawing.

The following bills were approved and ordered to be paid.

E. W. French. Incidentals Textile Sch. 169.8
L. W. Miller " Art & " " 280.8

The meeting was then adjourned

L. W. Miller
Secretary.

T. C. Search
T. Chandler
Ellen W. Martin.
S. J. Weightman.

April Meeting

Phila April 7th 1893

There was no quorum and no business was transacted.

Stated Meeting May 5th 1893

Phila. May 5th 1893.

The Regular Monthly Meeting of the Committee on Instruction was held at 1330 Spring Garden on the above date, Mrs. Pepper in the chair.

Present Mrs Pepper. Mrs. Gillespie and Miss McIlvaine

The Minutes of the last meeting were read and approved with the understanding that the signatures of a sufficient number of members to constitute a quorum should be secured

The Principals report was read and accepted and ordered to be filed

It was ordered that the preparation of the new circular and the arrangements for the Commencement exercises be referred to Mr Search and the Principal with power to act.

The following bills were approved: E. W. France 252.93 ~~[illegible]~~
L. W. Miller 571.21

The meeting was then adjourned

L. W. Miller
Secretary

Stated Meeting June 2nd 1893

No meeting. as there was no quorum -

[illegible]
Secretary -

Stated Meeting Sept. 8 1893.

Philadelphia Sept 8 1893 -

The regular monthly meeting of the Committee on Instruction was held at Broad and Pine Sts at 3 o'clock P. M. today.
Present Mr. Search, Mr. Pepper, Mr. Chandler, Mrs. Leightman and Miss McMurtrie.

1st Meeting at Broad & Pine Sts

The Minutes of the May meeting (the last at which any business was transacted) were read and approved and the Principals Report was read and accepted and ordered to be filed. And the action of the Principal and the associates in fitting up the building during the Summer was approved.
The Principal having called attention to the absence of Mr Dana who expected to remain abroad at least another year. It was
Resolved that the Principal be instructed to try to find a successor to Mr Dana.

On motion of Mr Pepper, seconded by Miss McMurtrie it was

Resolved, that it is the desire of this Committee to increase Mr Stratton's Salary as soon as the finances of the institution will justify such action.

Stratton's Salary.

The following bills were presented and approved

E. W. France, Incidentals Textile Sch. 110.47
L. W. Miller " Admd " " 3.89.

The meeting was then adjourned

L. W. Miller
Secretary.

Meeting. Oct. 7 1893.

Philadelphia Oct 7 1893.

The regular monthly meeting of the Committee on Instruction was held at the School. Broad and Pine Sts at 4 o'clock P. M. today.

Present. Mr Wm. Wood. Mrs Gillespie. Mrs Roberts Mrs. Baird. Mrs Moulton.

In the absence of Mr Seaver. Mr Wood was called to the chair.

The minutes of the last meeting were read and approved and the Principal's Report was read and accepted and on motion of Mrs Gillespie seconded by Mrs Roberts the recommendations contained therein were approved and recommended to the Executive Committee for action.

Fabric – Could Textile School weave it?

Mrs Gillespie exhibited a samples of cloth that was not readily attainable although it was very desirable as a fabric to be worn by nurses and asked whether it would be possible to have it woven in the School for the use of the nurses in the Philadelphia Hospital. The matter was referred to Mr. France.

The following bills were presented and approved.

L. W. Miller Incidental Expenses 163.23
E. W. French. " " Textile Sch. 77.56

A Bill for the installation account amounting to nine hundred and sixteen 60/100 dollars was also presented by the Principal with the vouchers paid by him, and it was, on motion, Ordered that this bill should be certified by the Sub-committee consisting of Mr Pepper and Mr Miller to the Executive Committee direct.

Installation Expenses Wood & Pine Sts

On motion of Mrs Gillespie, seconded by Mrs Baird the Principal was authorized to return the payment of $5.00 which had been by Geo. F. Hall, on account of tuition in the Textile School which he now found himself unable to attend owing to the travel times.

The meeting was then adjourned

L. W. Miller
Secretary

Regular meeting. Oct. 3 1893

There was no quorum and no business was transacted
Adm.

Regular Meeting Dec. 1st 1893.

Phila. Dec. 1st 1893.

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building. Broad and Pine Sts at 4 o'clock P. M. today.

Present Mr Pepper. Mrs Gillespie. Mrs Weightman. Mrs Moulton. and Miss McMurtrie.

In the absence of Mr Leach the Chairman Mr Pepper was called to the Chair.

modern Languages established

The minutes of the last meeting were read and approved, and the following recommendations contained in the Principals Report was read & accepted were adopted.

Grillon - Prof of French

Mad. Grillon German

1st The engagement of Prof. L. H. Grillon as Teacher of French and Madam Grillon as teacher of German. their Salaries to be the fees received in

the Department of Modern Languages less 10 % retained by the School.

illard

2nd The engagement of Mr Willard to conduct the Class in Architectural Design two evenings in each week for the ensuing term at the evening Classes are in session, at the same rate ($5.00 an evening) that was paid last year. This arrangement to date from Oct. 1st 1893.

Thompson
pt of
Bldg.

3rd. The engagement of Mr. James Thompson Jr. as Superintendent of the building and Instructor in the Wood-Working Class at a salary of $75.00 a month - instead of $15.00 a week which he has received heretofore. payment to be made by monthly warrant as in the case of the other regular employees; it being understood that Mr Thompson will reside in the building.

chater's fee
returned

4th. The return to Miss Lillie Schlater of $8.00 tuition fee, as she was obliged to leave school on account of illness.

The desirableness of holding regularly, hereafter receptions, or other meetings, &c

the Board was discussed and on motion of Mr [illegible] it was.

Resolved that a reception be held on the second Saturday of January - 1894 - from 4 to 9 o'clock, the details to be arranged by the Executive Committee of women.

Receptions to the Trustees

The following bills were allowed, and were signed by the Chairman -

E. W. France. Sec. Exp. Textile Sch. 84.92
L. W. Miller " " Arts and Textile Poly 446.06
" " Installation Tech. 293.15

The meeting was then adjourned

L. W. Miller
Secretary -

June 5th - 1894

There was no quorum and no business was transacted
L. W. Miller. Secy

Feb. 2nd 1894

There was no quorum and no business was transacted.

L. W. Miller Secy.

Regular Meeting March 1st 1894.

Pittsburgh March. 1 1894.

The Regular monthly meeting of the Committee on Instruction was held at the Office at 4th and Chestnut Sts at 11.45 A. M. today.

Present. Mr. Jeanes. Mr. [illegible]. Mr. [illegible]. Mr. Harding. Mr. [illegible] and [illegible].

A Communication was received from Mr. Instrie explaining [illegible]

The minutes of the last meeting were read and approved. And the Principals Report was read and received.

The following disposition was made of the recommendations in the Principals report regarding the running expenses of the building and for materials consumed in the Textile School.

Running Expenses Textile School

Resolved that Mr Jeanes and Mr Harding be appointed a sub-committee to have charge of all expenditures for the Textile School, either gentleman being authorized to act without the concurrence of the other.

Resolved that the request of the Principal that the Secretary of the Corporation

attend to the business of the School as far as the care of the building is concerned. he referred to the Executive Committee with a favorable recommendation.

The meeting was adjourned

R. [illegible] Incidental Expenses for the year 482.02

The unpaid bills for improvements and installation which were presented with the Principal's Report were referred to the Executive Committee.

The meeting was then adjourned

R. [illegible]

Secretary —

Regular Meeting April 5th 1894.

Philadelphia. April 5th 1894.

The Regular Monthly Meeting of the Committee on Instruction was held at Mr Pepper's Office 705 Provident Building at 11.45 A.M. today.

Present. Mr Search. Mr Pepper. Mr Harding. Mr McNeeley. Mrs Wood. Miss McMurtrie. Mrs Riley and Mrs. Bergner.

The Minutes of the last meeting were read and approved and the Principals Report was read and accepted.

The proposal contained in the Principals Report regarding the engagement of Mrs VanKirk as a lecturer on Methods of teaching was on motion. Approved.

Mrs VanKirk teacher of Methods

The arrangement required the registration in the regular way of Mrs VanKirks Class of Kindergartners & the number of such less than 50 as students of our Saturday class. the regular fee of $10.- to be paid by each member so registered.

The following bills was approved provided that the vouchers were examined and found correct by the chairman.

L. Wuller. Bills Paid. — $356.44

The meeting was then adjourned

L. Wuller. Sec.

Regular Meeting May 3rd 1894

Philn. May 3rd 1894.

The Regular Monthly Meeting of the Committee on Instruction was held at Room 705 Provident Building at 11.45 A.M. today.
Present Mrs. Gillespie and Mr Jenks.

The Minutes of the last meeting were read and approved. and the Principals Report was read and accepted and the recommendations contained in it regarding the conduct of the Commencement Exercises and the changes in the organization necessitated by the resignations of Miss Goodwin Miss Slater, and Mr D'Ascenzo were approved

The following bills were approved

M.D. Goodwin. Services in Eng Textile Cl. three Mos.	$25.–
F. A. Bochman. Yarns for Textile School	$30 –
Erben, Search & Co. " " " "	$29.05
Karl W. Hiersemann. Work on Oriental Carpets	M. 345.70
L. A. Miller. Incidentals	156.18

The Meeting was then adjourned
L. A. Miller
Secretary.

William Platt Pepper.

Regular Meeting June 9 1894

Friday June 7th 1894

The Regular Quarterly Meeting of the Committee on Instruction was held at Room 705 Provident Building at 11.45 A.M. today.

Present Mr Pepper and Mr McNeely.

The Minutes of the last meeting were read and approved and the Principals Report was read and accepted.

The Principal reported that most of the Prizes in the students work had been awarded either in the Associate Committee of Women or the Committee of Architects consisting of Mr Wilson Eyre Jr. and Mr Walter Cope but recommended that the Presidents Prize, the "Weber" Prize, the "Ripka" Prize and the Weil and Taws Prize and Academy Scholarship be awarded by this Committee in accordance with the recommendations of the Staff of the School of Applied Arts. The recommendation was approved and the prizes awarded as follows.

Prizes awarded Eyre & Cope &c —

Presidents Prize,	to	Effie Badleston
Weber Prize,	"	Daniel E. Sutter
Ripka "	"	Effie Fries
Weil and Taws "	"	Madeline L. Carnell
Academy Scholarship.		John Baickmire

Repairs to Building —

The Principal's Report having called attention to a good deal of necessary work in connection with steam heating and water service of the School building, a very full description of which was submitted by Mr France it was, on motion, ordered that the necessary repairs be made to ~~to~~ this part of the ~~building~~ during the Summer provided that the expense for materials consumed should not exceed $300.— ~~the~~

The following bills were approved.

Silk Co.	Bethlehem Silk Warp	30.50
F. A. Miller	Incidentals. Expenses	193.04

The Meeting was then adjourned

F. A. Miller
Secretary —

Regular Meeting Oct 5 1894

Philadelphia Oct 5 1894

The Regular monthly meeting of the Committee on Instruction was held at the School Building 320 South Broad St at half past four o'clock today.

Present Mrs Gillespie. Mrs Wood. Mr Jenks. Mr Wm Wood.

In the absence of Mr Search Mrs Gillespie was called to the chair.

The reading of the minutes of the June meeting was, on motion, dispensed with.

The Principals Report was read and accepted

On the recommendation of the Principal the following Free Scholarships were granted.

Henry C. Mueller 1436 Ogden St. Textile Eng Sch.
Wm. H. Becker " " "

Otto Herold

The application of Otto Herold a deaf mute for a free scholarship was presented by the principal with an unfavorable recommendation, and the committee decided that it was inexpedient to grant the scholarship.

Farrell

The application of Mr. Farrel for a free Scholarship in the Evening Dyeing School was referred to the Principal with power to act.

Elstin's fee returned

The request of C. C. Elstin for the return of a deposit of $25.00 made in January 1893 on account, for the tuition of his son who expected to attend the Textile School but was unable to do so, was presented and on motion of Mr Wood seconded by Mr Jenks it was Ordered that the above amount be returned.

The following bills were presented and on motion of Mr Wood seconded by Mr Jenks it was ordered that they be approved and signed by the chairman of this meeting

L. W. Miller. Incidental Expenses $102.36
E. W. France " " $66.30

The meeting was then adjourned

L. W. Miller. Secretary

Regular Meeting Nov 1 1894

Phila. Nov 1 1894

The Regular monthly meeting of the Committee on Instruction was held at ~~the School~~ 320 So Broad St at 4 o'clock P. M. today.

Present Mr. Pearch. Mrs Gillespie. Mrs. Roberts and Mr Jenks.

The minutes of the last meeting were read and approved and the Principals Report was read and accepted.

Communications explaining their absence were received from Miss McMurtrie and Mr Wm. Wood.

On motion of Mr Jenks, Seconded by Mrs. Gillespie it was

Ordered that ~~the~~ thanks of this Committee be extended to Mr Walter Cope. President of the T. Square Club for the honor done to this School in offering three scholarships in ~~the~~ Modelling Class as Prizes to be competed for by the members of ~~the~~ Club.

Thanks to T. Square Club

Thanks for Donations etc

The Principal's Report having called attention to certain recommendations in Mr Frances report which was presented at the October meeting but which had not been acted upon - this report was, at the request of the Chairman, read and the recommendations discussed, and on motion of Mrs Gillespie, seconded by Mr Jenkes it was

Ordered that the thanks of this Committee be extended to the firm of Erben, Heveling & Co. and John Lund & Co. for donations of material and assistance to the Textile School. and on motion of Mr Jenkes, seconded by Mrs Gillespie a vote of thanks to Ernest Gessner of Lime Saxony was passed. for his valuable contribution of machinery described in Mr Frances Report.

France & Miller offer re. Electric Light

The proposal of Mr France to join the Principal in advancing the money to put in an electric light plant was on motion of Mr Jenkes seconded by Mrs. Gillespie referred to the Executive Committee with a favorable recommendation

In accordance with the recommendations in the Principals Report the following

free Scholarships were granted:
Acsina M. Fetherston to Burton Scholarship
Daisy A. Gatchell " Temple "

Scholarships Awarded

The Principal was authorized to appoint to a free Scholarship Miss Anna K. Bates of 802 Windsor Square Phila. who had been recommended by Mrs H.N. Ellison of the Associate Committee if after examination he was satisfied that the appointment was deserved and would be well bestowed.

Miss Farrell

The Principal reported that he had had an interview with Miss M. Farrell whose petition was presented at the October meeting and had granted her a free Scholarship for the current year in the Temple foundation. This action was approved.

Laborer

The Principal having reported that he had engaged, subject to the Committee's approval ~~[illegible]~~ an additional laborer to assist in ~~several~~ departments of the school where ~~that~~ need of such assistance was urgent, the application was referred to the Executive Committee with a favorable recommendation. The ~~Fully bill approved~~ was presented for L. Umiller ~~Incidentals~~ $21.9.76

The following bills were presented and approved.
L. Umiller, Incidentals $21.9.76

The meeting was then adjourned.

L. Umiller
Secretary

Regular Meeting Dec. 6th 1894

Phila. Dec 6 1894 -

The Regular Meeting of the Committee on Instruction was held at the School building Broad and Pine Sts at 4 o'clock P.M. today.

Present Mrs Peacock. Mr Pepper. Mrs Gillespie Mrs Roberts. Mrs Wood and Mr Jenks

The minutes of the last meeting were read and approved. and the Principals Report was read and accepted.

Miss Bates to Schlp.

The Principal reported that he had had an interview with Miss Bates whose application for a Scholarship was considered at the last meeting and ~~having~~ decided that she was in every way worthy; he had appointed her to a free Scholarship for the current year.

Miss Pilbury to Schlp.

Mrs Gillespie recommended Miss Pilbury of 34 So 18th St for a free Scholarship if there were any available and if the Principal found on examination of the candidate that the appointment was likely to be well bestowed. The recommendation was referred to the Principal with power to act.

Mr Pepper called attention to a proposal that had been made to him by Mr Muneville

of 39 So 13th St. a publisher who desired ~~to~~ publish a year book of the school ~~to~~ have advertisements inserted that would cover the cost of publication and net a profit ~~to~~ the institution as well. The matter was referred ~~to~~ the Executive Committee with a favorable recommendation.

Emerville
&
lish Circular
—

The following bill was approved and, ~~the~~ vouchers having been examined, was signed by the Chairman —

L. U. Miller, Incidentals for Nov. $342.2

The meeting was then adjourned

L. U. Miller, Secretary

Regular Meeting June 3rd 1894-

Philadelphia June. 3rd 1894-

The Regular Monthly meeting of the Committee was held at the School building at 1 o'clock P. M. today

Present Mr Pepper. Mrs Gillespie. Mrs Roberts and Mrs Wood. Mr Pepper occupied the Chair.-

The Minutes of the last meeting were read and approved and the Principals Report was presented and read.-

The following Communications were presented From Mr Chas. E. Dana asking whether an inmate of the Institution for the Deaf and Dumb would be received as a free Scholar.- No action was taken in this communication

From Mr G. Spencer Brock asking on behalf of a committee of ladies whether the use of a suitable room would be granted in which weekly rehearsals of a Singing class might be held.

Brock's Singing Class

The Principal was authorized to grant the use of the auditorium for this purpose.

The following bill was presented and approved

L. U. Miller. Incidentals $263.87

The meeting was then adjourned

L. U. Miller
Secretary —

Regular Meeting Feb. 7 1894 —

Philadelphia Feb 7. 1894 —

The Regular Monthly meeting of the Committee on Instruction was held at the School Building. Broad and Pine Sts at 4 o'clock P.M today.

Present. Mr Pepper. Mrs Gillespie. Mrs Roberts. Mrs Wood and Mr Jenkes.

Mr Pepper occupied the chair.

The Minutes of the last meeting were read and approved and the Principal's Report was presented and read —

The Principal reported, in the absence of the Chairman that the latter had appointed, in compliance with the request of the Executive Committee, the following Sub-Committee to supervise all expenditures for the Building at Broad and Pine Sts. Mr Search. Mr Jenkes. Mr Harding Committee on School Bldg

This action of the Chairman was approved —

The following bill was presented and approved. The vouchers having been examined by the Chairman.

L. U. Miller. Incidentals $294.80.

The Meeting was then adjourned

L. U. Miller. Secretary —

Regular Meeting. March. 1895

Philadelphia. March. 7th 1895

The Regular Monthly Meeting of the Committee was held at the School Building at 4 o'clock P.M. today.

Present. Mrs Gillespie - Mrs Roberts. Mr Jenks. Mrs Weightman. Mrs. Crozer and Miss McMurtrie.

In the absence of the chairman. Mrs Gillespie was called to the Chair -

The minutes of the preceding meeting were read and approved and the Principal's Report was read and accepted.

Stevens fee returned

On motion of Mr Jenks the Principal was instructed to return one half of the fee for tuition paid by Orin L. Stevens of Syracuse N.Y. who had been dropped as incompetent.

The following bill was approved and ordered to be signed by the temporary chairman in examination of the accompanying vouchers -

L. Miller. Incidental Expenses $ 276.86

The Meeting was then adjourned

L. Miller

Secretary -

Regular Meeting April 4 1895 –

Philadelphia. April 4th 1895 –

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building at 4 o'clock P. M. today

Present Mrs Gillespie, Mrs Crozer, Miss McMurtrie, Mr Wm. Wood and Mr Harding

In the absence of the Chairman Mr Harding was called to the Chair.

The Minutes of the last meeting were read and approved and the Principal's Report was read and accepted

In accordance with a recommendation contained in the Principal's Report it was, on Mrs Gillespie's motion,

Resolved that the fee for tuition in Art School, Day Class be ~~raised~~ made ~~to~~ $50.– a year hereafter instead of $40.– as at present.

Tuition Fee in Art Sch increased to $50 –

It was the sense of the meeting that the the Commencement Exercises should be held in the School Building in the afternoon and that the Governor and the Mayor be invited to speak. The exercises to be in the courtyard if the weather permitted.

Commencement to be held in the School

Regarding the prizes to be awarded, ~~Reference~~ reference to which had been made in the Principal's Report, it was deemed inexpedient to incur the expense of issuing medals at this time and it was felt to be desirable that the money prizes offered heretofore be continued.

Academy Scholarship discontinued

The Principals recommendation that the Prize of a free Scholarship at the Academy of Fine Arts be discontinued, was approved.

The following bill was approved and ordered to be signed by the temporary chairman on examination of the accompanying vouchers

L. W. Miller, Incidentals 284.49

The Meeting was then adjourned

L. W. Miller
Secretary.

Regular Meeting May 1895 -

Philadelphia May 7 1895-

The Regular ~~Monthly~~ Meeting of the Committee on Instruction was held at the School Building Broad and Pine Sts at 4 o'clock P. M. today

Present Mr Pearsh. Mr Pepper. Mrs Gillespie. Mrs Wood Miss McMurtrie. Mr Am Wood. Mr Julian

The Minutes of the last Meeting were read and approved and the Principals Report was read and accepted.

Salaries of Teachers -

On motion of Mrs Gillespie, seconded by Mr Pepper the following changes in the salaries paid teachers were ordered to be made in accordance with recommendations contained in the Principal's Report -

Mr Stratton's Salary raised to $1500.- from July 1st.
Miss Frances L. Farrand, engaged at a Salary of $480 - from Oct 1st
Mr Alfred J. Dewey " " " $360 " " "

Prizes

On motion of Mr Wood the action of the Committee at its last meeting regarding the prizes to be awarded in the Textile School was reconsidered and the list of Medals as recommended in the Principal's Report of this

date was, on Mr Jenks' motion, approved and adopted.

Course of Study in Carding & Spinning

On motion of Mr Wood and in accordance with ~~the~~ recommendation of Mr Search, the Course of Study for the Department of Carding and Spinning as submitted by Mr France was approved and the engagement of Mr John F. Scott as a teacher to have charge of this department at a salary of $1200. a year, was authorized. Mr Search and Mr France were appointed a committee with power to act in carrying the foregoing arrangement into effect.

Coal Scale

Mr Pepper reported an offer from ~~the~~ Keystone Scale Co to put in a scale for weighing coal. It was decided that it was inexpedient to put this in at present.

Mr Butler's Lectures

On motion of Mr Pepper it was ordered that ~~the~~ thanks of the Committee be tendered to Chas. N. Butler C.E. for his valuable course of lectures on Patents and Patent Laws delivered before the Textile School

Exhibition of School Work at Memorial Hall.

On motion of Mr Pepper it was
Resolved that this Committee recommend that a suitable exhibition of School Work be made at Memorial Hall and commends ~~the~~ matter to ~~the~~ Committee on the Museum with the suggestion that one or both of the side walls of the Northern entrance to the Hall might be used for this

purpose.

On Mrs Gillespie's motion seconded by Mr Pepper the action of the Committee at its last meeting expressing the feeling that the Commencement Exercises should be held in the afternoon of June 7th. was reconsidered and it was ordered that the exercises take place in the evening. and Mr Pepper and Mrs Gillespie were appointed a committee to invite Governor Hastings and Mayor Warwick to speak on that occasion.

Commencement exercises

On motion of Mrs Gillespie. seconded by Mr Pepper the following bill was approved

L. U. Mueller. Incidentals pr April $188.76

The meeting was then adjourned

L. U. Mueller. Secretary.

Regular Meeting June 6 1895

Philadelphia June 6th 1895

The Regular Monthly meeting of the Committee on Instruction was held at the School Building at half past four o'clock this afternoon

Present Mr Pepper. ~~Mrs Gillespie~~. Mr Pearson
Mrs Crozer Mrs. Wood. Mr Jenks.

The Minutes of the last meeting were read and approved

The usual report of the Principal was omitted as ~~there were~~ (no) additions to the registration and as the report for the year to be read at the Commencement Exercises would include all that would naturally be embodied in the monthly report.

Reports of Prize Committees

The Reports of the Special Committees ~~to~~ award the prizes were presented by the Principal and, on motion, the reports were accepted and the awards confirmed.

(For list of these prizes see Principals Report as published in Proceedings.)

Bills

The following bill was presented and on motion of Mr Pepper. seconded by Mr Jenks it was ordered that the bill be approved after the vouchers should have been examined by the Chairman -

L. W. Miller. Incidental, $594. 89

The meeting was then adjourned

L. W. Miller. Secretary -

Regular meeting. October 3rd 1895 -
Phila. Oct 3rd 1895 -.

The Regular monthly meeting was called at half past four o'clock today. but as no quorum was present. no business was transacted -

L. W. Miller
Secretary.

Regular Meeting Nov. 7 1895-

Phila. Nov 7 1895-

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building at half past four o'clock P. M. today.

Present Mr Leech. Mr. Pepper. Mrs Gillespie. Mrs. Wister. Mrs Roberts and Mr Jenks

The minutes of the last meeting were read and approved. and the Principal's Report

by Mrs. Gillespie
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the Chairman
~~was also instructed~~
~~assistants for the~~
~~vacation~~
free Scholarship
were approved
by him. subject
confirmed.

(An enumeration of these appointments ~~are~~ included in the ~~Report~~ report)

Number of Temple Baxter Scholarships.

As recommended by the Principal. the number of "Temple" Scholarships authorized by this Committee was increased from 21 to 24. And on motion of Mr Pfeffer. seconded by Mrs Gillespie the number of "Baxter" Scholarships authorized by this Committee was increased from six (6) to ten (10).

Salaries of Teachers

The following changes in the Salaries of teachers were made in accordance with the recommendations of the Principal.

Mr Harris $100 a month.
" Shinn 22.66 " "
" Turner 4.00 for each evening of actual service.

Tuition Fee Returned

The Principal's action in returning the tuition fee that had been paid by Miss Towsley of Ithaca N.Y. was approved.

Ind. Art Society's Scholarships

The Principal was instructed to extend the thanks of this Committee to the Industrial Art Society for the two free Scholarships just established as mentioned in the report.

Scholarship for Miss Slater

On Mrs Gillespie's motion a "Baxter" Scholarship was conferred on Miss Slater. specimens of whose work were submitted to the committee and which the Principal at once accepted as

Regular Meeting Nov. 7 1895-

Phila. Nov 7 1895-

The Regular Monthly meeting of the Committee on Instruction was held at the School Building at half past four o'clock P. M. today.

Present Mr Leavch. Mr. Pepper. Mrs Gillespie. Mrs. Wister. Mrs Roberts and Mr Jenks

The minutes of the last meeting were read and approved. and the Principal's Report was read and accepted.

On motion of Mrs. Pepper. seconded by Mrs. Gillespie it was Resolved that ~~a~~ letters conveying in ~~proper~~ terms the thanks of this Committee to the gentlemen who have made the generous donations enumerated in the report of Mr France, which was submitted as part of the Principals Report at this meeting. be prepared by Mr Miller and Mr France. and signed by the Chairman of this Committee. * ~~The Principal was also instructed to write similar letters thanking Mr. France and his assistants for the [illegible] work they rendered during the summer vacation~~

The recommendations regarding free Scholarships contained in the Principal's Report were approved and the appointments already made by him. subject to the Committee's approval were confirmed.

*

On motion of Mr Pepper. seconded by Mrs. Gillespie it was Resolved that the thanks of the Committee on Instruction be tendered to Mr France and those he mentions in his much interesting report. for the untiring zeal with which they have carried out the extensive repairs and improvements by their own personal efforts at a great saving of money to the institution during the Summer. and the Committee fully appreciates this self denial and loyalty to the School in giving up their Summer vacation for this purpose.

(An enumeration of these appointments ~~is~~ included in the ~~Report~~ report)

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The Principal's action in returning the tuition fee that had been paid by Miss Towsley of Ithaca N.Y. was approved.

Ind. Art Society's Scholarships

The Principal was instructed to extend the thanks of this Committee to the Industrial Art Society for the two free Scholarships just established as mentioned in the report.

Slip for Miss Slater

On Mrs Gillespie's motion a "Baxter" Scholarship was conferred on Miss Slater. specimens of whose work were submitted to the committee and which the Principal at once accepted as

the equivalent of an examination credital passed.

Prof. Gates

The action of the Principal in reference to the engagement of Dr. Gates as Professor of Psychology and Mind Art was unanimously and cordially approved. and the Principal was requested to make arrangements which will enable him to meet this Committee. the Trustees and such friends as they may wish to invite. for the purpose of explaining his aims and the nature of the work which he proposes carrying on in this School.

This request was made necessary because of the inability of most of the trustees to be present at the lecture on Feb 22nd mentioned in the Principals Report.

The following bills were approved.

L. W. Miller. Incidentals $ 506.40
Jas. H. Billington. Belting for new machine $ 221.50

The meeting was then adjourned
L. W. Miller.
Secretary

Regular Meeting Dec. 5. 1894.

Phila. Dec. 5th 1894.

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building at half past four o'clock P.M. today

Present. Mr Search. Mr Pepper Mr. Mr Wood. Mr Jenks Mrs Roberts. Mrs Wood and Mrs Wister.

The reading of the minutes of the preceding meeting was, on motion of Mr Wood, dispensed with.

The Principal's Report was read and on motion of Mr Wood, the report was accepted and the recommendations contained in it were adopted.

These recommendations were as follows:

1st. to return $10.— of the tuition fee paid by Herbert A. Folsom of Massachusetts who was obliged to leave the School.

Bell
ch. Carving

2nd. to ~~discontinue the~~ dispense with the services of Mr. Bell as special teacher of Wood Carving, except in so far as the ~~with the understanding that~~ compensation for his services could be provided for from the fees of pupils.

axfield
arrish

3rd. to increase Mr Parrish's compensation from $3.00 to $4.00 for each evening of actual

Service *

The following bills were approved

L. U. Miller, Incidentals for November $448.
Fairmount Machine Co. Shafting etc. for installing new machinery for carding and Spinning $529.2

The meeting was then adjourned

L. U. Miller
Secretary -

*

On motion of Mr. Pepper, it was

RESOLVED that a vote of thanks be given to Mr. John T. Morris, for his useful and beautiful gift of a collection of Glassware, from Lobmeyer, of Vienna, to be kept at the School for instruction of students in design.

Regular Meeting - January 2. 1896.

Phila. - Jany 2 1896

The Regular monthly meeting of the Committee was held at the School Building at half past four o'clock P. M. today.

Present. Mr Search. Mrs Gillespie. Mrs Roberts

The minutes of the last meeting were read and approved and the Principal's Report was read and accepted.

In accordance with a recommendation contained in the Principals Report a "Temple" Scholarship for the year ending June 1896 was granted to Miss ~~Rebecca~~ Rebecca Burd Peale of Holmesburg Pa.

On motion of Mrs. Roberts. seconded by Mrs Gillespie a vote of thanks was given to Mr John T. Morris for his beautiful present to the school of seven samples of embossed and painted leather made by the Fratelli Mosca of Milan.

The following bill was approved

L. U. Miller. Bills paid. $18.47

The meeting was then adjourned

L. U. Miller. Secretary -

Regular Meeting Feb. 6 1896

Philadelphia Feb. 6 1896

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building. Broad ~~and~~ and Pine Sts at half past four o'clock P. M. today.

Present Mr Pepper. Mrs Gillespie. Mrs Roberts Mr Jenks. Miss Leach and Mr Dana.

In the absence of Mr Search. Mr Pepper occupied the chair

The minutes of the last meeting were read and approved. and the Principal's Report was read and accepted.

Temple Scholarships

In accordance with recommendations contained in the Principal's Report the following were appointed to Temple Free Scholarships for the year ending June 1896

Joseph Silvera
Philadelphia

Malcolm Stewart
Trenton. N.J.

On motion of Mr Peppers it was

Resolved that Mr Claude de La Roche Francis be invited to deliver two lectures at the School on the following subjects and the following dates on condition that he prepare suitable illustrations for them, and that the lectures be limited to one hour, ~~the delivering~~ the:

De La Roche Francis' Lectures

Thursday, Mch. 12th. (evening)
Ecclesiastical and Secular Heraldry and Insignia in the Middle Ages and of the Present Day.

Thursday, Mch 26th. (evening)
Ecclesiastical and Secular Ceremonial Robes and Vestments of the Middle ages and of the Present Day.

A Communication was received from the Associate Committee offering to defray the expense of cutting a doorway and constructing a covering way which should give access to the back part of the auditorium from the passage in the north wing of the main building provided that this improvement was authorized by this Committee and that the expense did not exceed one hundred dollars ($100.)

Back Door in Auditorium

On motion of Mr Dana the improvement was authorized and the offer accepted.

Mr Dana reported that at a meeting of the Executive Committee held a few days ago it was proposed to invite Prof. Maxwell Sommerville to arrange his Buddhist Temple for exhibition in this building, and that a committee consisting of Mr. John T. Morris, Mr Pepper and himself (Mr Dana) was appointed to confer with Prof. Sommerville regarding the details of this exhibition.

Maxwell Sommerville's Buddhist Temple.

At this conference the committee had proposed, that, as there was no room at present available, sufficiently large for the purpose intended, a building might be erected in the South yard. As this work have to be done at Prof. Sommerville's expense he had declined the invitation, but seemed disposed to consider more favorably a proposal which had since been made to erect a new modelling room in the North yard and by constructing an outside passage to the other rooms of the Ash School make it possible to place the present modelling room at Prof. Sommerville's disposal.

Mr Dana submitted plans and estimates for the projected improvements showing that the cost need not exceed four thousand dollars ($4,000.)

On motion of Mrs Gillespie, seconded by Mr. Jenks the plans of the improvements to the building and

the invitation to Prof. Sommerville to install his exhibit as submitted by Mr Dana were approved by this committee and the subcommittee mentioned above was given power to act in carrying the scheme into effect

The following bill was approved

F. A. Miller Incidentals 291.97

The meeting was then adjourned

F. A. Miller. Secretary.

Regular Meeting March 5th 189

Philadelphia March 5th 1896

The Regular monthly meeting of the Committee was held at the School building, Broad and Pine Sts at half past four o'clock P.M. today.

Present Mr Pepper. Mrs Gillespie. Mrs Roberts Mrs Wister. Miss Leach and Mr Dana – In the absence of Mr Leeds. Mr Pepper occupied the Chair – The minutes of the last meeting were read and approved. and the Principal's report was presented, read and accepted –

Mr. Francis' Lectures

The Principal supplemented the mention in his report, of Mr Francis' lectures, by submitting the form of announcements for these lectures which Mr Francis had prepared. ~~these~~ and on motion of Mr Dana it was

Resolved that the arrangements as contemplated in the form as presented by Mr. Miller are approved by this Committee.

Sommerville

Mrs Wister submitted a communication which she had received from Prof. Maxwell Sommerville in which he indicated his intention of presenting

to this institution his Buddhistic temple provided that a suitable building were erected to receive it, and offering in addition, to contribute one thousand dollars to the fund for erecting such a building.

On motion of Mrs Gillespie, seconded by Mr Dana it was

Resolved. that Prof. Sommerville be requested by the Secretary of this Committee to submit in writing to the Executive Committee of the Board of Trustees at their meeting next Thursday (March 12th) his wishes and intentions with reference to the proposed installation of the Buddhistic Temple.

The following bill was approved

L. W. Miller. Incidentals $385.16

The meeting was then adjourned

L. W. Miller
Secretary

Regular Meeting. April 2nd 1896

Philadelphia. April 2nd 1896

The regular monthly meeting of the Committee on Instruction was held at the School Building Broad and Pine Sts at 4.30 P.M. today

Present. Mrs Gillespie. Mrs Roberts. Miss Balch Mr Jenks and Mr Dana.

In the absence of the Chairman. Mr Jenks occupied the Chair.

The reading of the minutes of the preceding meeting was. on motion. dispensed with.

The Report of the Principal was read and accepted.

Poster Show

On recommendation contained in the Principal Report that the use of the Picture Room and Designing Room ~~on~~ the Second floor of the North wing ~~be~~ used for the Poster Show in connection with the Bazaar was approved.

Shelton Window

On motion of Mr Dana the window offered by Mr Shelton as a memorial of Mrs Shelton was accepted. and ordered to be placed in the middle

window of the Board Rm front of the Committee Room.
(This was afterwards changed to back window)

Foulke's lectures on Tapestry

The Principal having reported Mr Chas. M. Foulkes willingness to deliver two lectures on Tapestry and Mr Search's approval of the suggestion. The matter was on motion of Mrs Gillespie referred Mr Search with power to act, it being understood that the expense to the School should not exceed $25.00

Ameriller's case.

A letter from Mr Pepper enclosing one from the Nescochague Manufacturing Co. regarding a charge for paper furnished to Mr Ameriller who printed the school circular last year, was received and read.

On motion of Mrs Gillespie it was ordered that the matter be referred to our counsel Geo. Wharton Pepper Esq.

Stratton's recommendations -

The Principal read a communication which he had received from Mr Stratton recommending certain changes in the arrangement of the classes in the Art School involving some ~~modifications~~ alterations to the building.

On Mrs Roberts motion it was Resolved that action on Mr Stratton's

Suggestions be deferred for the present owing to the financial condition of the institution.

The following bill was presented and approved:

L. W. Miller. Incidentals. $270.15

The meeting was then adjourned

L. W. Miller. Secretary

Regular Meeting. May 7th 1896

Phila. May 7th 1896

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad and Pine Sts at half past four o'clock P.M. today

Present. Mr Search. Mr Pepper. Mrs Gillespie. Miss Leach. and Mr Jenks.

The Minutes of the last meeting were read and approved and the Principal's Report was read and accepted.

~~Mr~~ Pepper reported that he had received four thousand dollars ($4.000.) from the Associate Committee of Women which had been realized ~~at~~ the Bazaar. and that this with the amounts contributed by the trustees had enabled him to pay the interest which was due May 1st.

Mr Pepper also reported that he had had a very satisfactory interview with Mayor Warwick City Solicitor Kinsey and several other officials. and felt that the prospects of receiving the appropriation made by Councils. payments of which had been delayed. ~~were~~ now very good.

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The Principal reported that Mr Parrish did not desire a re-appointment as instructor in the Evening Class, and that Mr Dewey was to be replaced by Mr Raymond Walters as assistant to Mr Stratton.

Raymond Walters vice Dewey

The Committee expressed its approval of this arrangement.

The arrangements for the Commencement Exercises were discussed at some length.

On motion of Mrs Gillespie, seconded by Mr Jenks it was

Principal Report to Printed and not read at Commencement

Resolved that the Principal's Report should be ~~distributed~~ printed and distributed among the audience instead of being read from the platform at the Commencement Exercises.

On motion of Mr Pfiffer, seconded by Mr Jenks the Chairman was instructed to invite Mr. S. N. D. North Secretary of the Natl. Wool Manufacturers Association to deliver the address at the Commencement, and that the Chairman and the Principal be given power to act in securing a suitable hall and arrange the programme for that occasion.

The following bill was presented and approved.

L. A. Miller. Incidentals for April 201.55

The Meeting was then adjourned. L. A. Miller. S.

Regular Meeting June 1896

There was no quorum at the meeting on June 4th 1896 and no business was transacted -

L. A. Miller. Secretary

Regular Monthly Meeting October '96

There was no quorum at the meeting of the Committee which was called for October 1st 1896. and no business was transacted -

L. A. Miller Secretary

Regular Monthly Meeting. November

Philadelphia Nov. 5th 1896

The Regular Monthly meeting of the Committee on Instruction was held at the School Building. Broad and Pine Sts at half past four o'clock P. M. today.

Present Mr Pepper Miss Leach. Mr Dana. Mr. Wm Wood and Mr Jenks. In the absence of Mr Search Mr Pepper occupied the chair. The minutes of the May meeting - the last one at which any business was

Transacted, — were read and approved and the Principal's Report was read and accepted.

The recommendations regarding the salaries of teachers contained in the Principal's Report — were approved.

On motion of Mr Jenks the Principal was instructed to write a letter of thanks in the name of the Committee, to the persons mentioned in his report as benefactors of the school.

The Principal recommended the following appointments to the free scholarships provided by the several funds whose names they bear

Temple Scholarships.

Edwin F. Bayha	Charles Shisler
Grace Elizabeth Coale	Matilda Dillon
Richard S. Cox	Herbert R. Maxner
Sylvester James Deehan	Lewis T. Seal
Gertrude Hartman	Sarah Lowenburg
Bessie Hyde	Ernest Schearer
Otto C. Herold	Charles Ridington
Michael Henry Lipman	Martha E. Warner
Marie E. Long	Charles Weiss
Rebecca Burd Peale	
Helen L. Reddies	
Joseph U. Silvera	

(Scholarship Appointments – continued)

Barton Scholarships –

Gertrude Lee Mann
Wm. F. Higgs
Sara E. Levis
Daniel E. Sutton
Flora M. Smith
Arthur Dyson
Turner Rollinson
James Watson

Weightman Scholarship –

Mabel Farr Higgs

Chapman Biddle Scholarship.

Mary Hastings Vaughn.

Clayton French Scholarship.

Nettie Stemple

Industrial Art Society Scholarships –

Anne S. Bowman
Benoni Duerden

The recommendations were accepted and the appointments made in accordance with the above list.

The following bill was presented and on motion of Mr. Jenks was approved and ordered the paid:

Miscellaneous Incidentals 423.92

The meeting was then adjourned.

Regular Monthly Meeting Dec 3rd 1896

Phila. Dec 3rd 1896.

The Regular Monthly meeting of the Committee on Instruction was held at the School Building, Broad and Pine Sts. at half past four o'clock P.M. today.

Present. Mrs Gillespie. Mr Jenks and Mr D
Mr Jenks occupied the chair.
The minutes of the last meeting were read and approved and the Principal's Report was read and accepted.
On motion of Mrs Gillespie the Secretary was instructed to send a suitable letter of thanks to the persons mentioned in his report as benefactors of the schools

In accordance with the recommendation contained in the Principal's Report the following appointments to Free Scholarships were made.

Temple Scholarships -
Alice L. Crosson, 4016 Pine St
Abbie H. Subers. Ashbourne Pa.
Anna C. Hampt. 1724 Park Ave.
Helen A. Johns. Media. Pa.

Barton Scholarships -

Mary A. Smith. 1601 Norris St -

Mary Harris -

In accordance with the recommendation of the Principal, the Salary of Mrs. Harris teacher was reduced at the last meeting was restored to the amount which he received before the reduction.

A communication was received from President Pepper informing the Committee that he had invited the Finance Committee of Councils to visit the School ~~and~~ ~~officials~~ he hoped the Committee would do in a few days.

Councils Committee

The communication also called attention to the need of sending a letter to Mayor Warwick soliciting his ~~approval~~ approval of the proposed appropriation by Council in aid of the School.

Mayor Warwick

A letter of this kind was prepared and signed by the members present and the Principal of the School was instructed to secure additional signatures of the trustees during the evening.

The following bill was approved.

L. U. Miller, Incidental Exp. 378.3

The meeting was then adjourned

L. U. Miller
Secretary -

Regular Monthly Meeting January 18

Philadelphia Jan. 7th 1897

The Regular Monthly meeting of the Committee on Instruction was held at the School Building. Broad and Pine Sts at half past four o'clock P.M.

Present Mr Search. Mr Pepper. Mrs. Gillespie Mrs. Roberts. Mrs Sinnott. Miss Leach. Mr Wood, Mr Dana and Mr. Jenks.

The Minutes of the last meeting were read and approved, and the Principal Report was read and accepted

Plasschaert's Resignation

The resignation of Mr Plasschaert as Professor of Sculpture was presented and accepted and the appointments of Mr Lachenmeyer and Mr Marenzana were made in accordance with the recommendations contained in the Principal's Report.

A communication from the President of Temple College asking whether the Directors of this institution would appoint representatives to confer with those of similar institutions of the city with a view to some kind of practical federation, was read, and on motion of Mr Wood

seconded by Mr Pepper the communication was referred to the Executive Committee.

Mr Dana reported some correspondence which he had had with Rev. Mr. Mason of Germantown who was willing to give two illustrated lectures on Joan of Arc at the School. Mr Dana felt sure that the lectures would be interesting and instructive and would be helpful in popularizing the work of the School.

Rev. Mr Mason's lectures

On motion of Mr Dana the proposition to have the lectures given was approved and the arrangement of all details was left with the Principal —

Mrs Gillespie reported that the Associate Committee of Women was willing to give a tea for the purpose of increasing popular interest in the School, on some evening when visitors could see the classes in operation. and on motion of Mr Pepper the proposition was approved by this Committee.

Proposition for Tea.

The chairman called attention to very faithful and efficient service that had been rendered for many years by Miss Boeck the Registrar. without

Boeck's Salary.

any increase of Salary and express the hope that some increase might be granted later.

On motion of Mr Wood seconded by Mr. Dana the salary of Miss Boeck was increased to $45.00 a month from Jan 1st 1897 -

The following bills were presented

L. W. Miller	Incidental Expenses	$177.2
E. W. France.	Equipment of Textile School	26.38
" "	Extra Labor " "	83.75
" "	Incidental Exp. " "	196.37

On motion of Mr Pfeffer seconded by Mr. Wood the bills were approved.

The meeting was then adjourned

L. W. Miller
Secretary

Regular Monthly Meeting Feb 4 1897

Philad. Feb 4th 1897 –

The Regular Monthly Meeting of the Committee on Instruction was held at the School building Broad and Pine Sts at half past four o'clock P.M. today.

Present. Mr Search. Mr Pepper. Mrs Gillespie. Mrs. Roberts, Miss Leach. Mr Wood. Mr Jenks and Mr. Dana.

The Minutes of the last meeting were read and approved. and the Principal's Report was read and accepted. and the recommendations regarding teachers Salaries approved

A communication from Miss Elizabeth Gristock asking that 24.00 one half of the fee for tuition paid at the beginning of the School year be refunded as she was compelled to leave the school.

s Gristock's refunded.

On motion of Mr Dana. Seconded by Mr Wood it was ordered that the amount mentioned above be refunded to Miss Gristock.

The Principal having called attention to the fact that the records of the Committee showed that only six Barton Scholarships were authorized while the fund apparently warranted

"Barton" Scholarships increased to ten.

the granting of a larger number. On motion of Mr Pepper, seconded by Mr Jenks the number of "Barton" Scholarships authorized by this Committee was increased to ten. (10.)

(a mistake. This had already been done See Mtg Nov 7th)

Committee on Instruction. 1897

The Chairman announced the following appointments on the Committee for 1897.

Chairman Theo. C. Search.
Mr Wm Wood
" John Story Jenks
" Chas E. Dawes
" Isaac H. Clothier
" M. A. Furbush
Mrs. E. D. Gillespie
" Thomas Roberts
" Joseph T. Sinnott
Miss Mary Atherton Leach
" Ada Humbertsburg Crozer

Thanks to Mr. Furbush.

On motion of Mr Pepper, seconded by Mr Wood the thanks of the Committee were extended to Mr Merrill A. Furbush for his generous assistance in providing the music and decorations on the occasion of the ~~reception to~~ visit of the Natural Manufacturers Association. January 27th.

Thanks for Donations.

On motion of Mr Wood seconded by Mr Dawes the thanks of the Committee were extended to the benefactors of the School, a list of whose donations was included in the Principal's Report.

On motion of Mr Wood seconded by Mr Pepper it was

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prepared.

Ordered that an engraved Steel plate, suitably inscribed to record the appreciation of the Trustees of this institution for gifts and benefactions be prepared by the Secretary of this Committee for the use of the School.

On motion of Mr Wood, seconded by Mr. Peppard the following bills were approved and paid after being signed by the chairman

ills
proved

L. W. Miller	Incidentals	191.92
E. W. France	Labor. Case of Machy	89.25
" "	Equipment Account	130.39
" "	" "	545.60
" "	Incidental Expenses	57.17
" "	" "	86.82

On motion of Mr Wood, seconded by Mr Jones it was

Resolved, that the instalments any new machinery be referred to the Chairman of this Committee with power to act.

The meeting was then adjourned

L. W. Miller
Secretary.

Regular Monthly Meeting March 4. 18

Philadelphia March 4th 1897.

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building. Broad and Pine St at half past four o'clock P.M. today.

Present Mr Pepper, Mrs Gillespie, Mrs Roberts Mrs. Sinnott, Miss Leach. Mr Jenks and Mr Dana

In the absence of the chairman Mr Pepper occupied the chair

The minutes of the last meeting were read and approved and the Principals Report was read and accepted-

A communication was received from Mr Fenbe explaining his absence and expressing regret at the necessity that ~~occasioned~~ occasioned it as he was especially desirous of attending these meetings promptly and regularly.

The Secretary submitted two designs for the letter of thanks which he had been instructed at the preceding meeting to prepare. one of which was approved by the Committee and

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hanks

the preparation of the letter was referred to the President and Secretary with power to act.

The Secretary presented the following bills which on motion of Mr Jenkes, seconded by Mr Dana, were approved and ordered to be paid.

L. U. Miller	Incidental Expenses	277.15
E. W. France	" "	68.19
Edw. Stern & Co.	Printing and Postage	98.50

The meeting was then adjourned

L. U. Miller
Secretary —

Regular Monthly Meeting - April 18

Philadelphia April 1st 1897.

The Regular Monthly Meeting of the Committee on Instruction was held at the School building at half past four o'clock P.M. today

Present. Mr Search. Mr Pepper. Mrs Gillespie. Mr Dana. Miss Leach. Mr Jenks. Miss Crozer. and Mr Furbush

The minutes of the last meeting were read and approved and the Principal's Report was read and accepted

On motion of Mr Jenks. seconded by Mr. Pepper the Principal was authorized to refund to Mr Stratton $109 - the amount received for tuition fees in a special class conducted by him - to be applied to meeting the expense of decorating the lobby.

$109 - to be pd. Mr Stratton for Decorating Lobby

The Principal having called attention in his Report to the urgency of our obligations regarding certain unpaid bills, on motion of Mr. Pepper. seconded by Mrs. Gillespie. the Secretary was instructed to write to the Treasurer

calling especial attention to the bills of E. C. Matlack for Iron Work and Com. Bryant for Coal and expressing the hope that they might be paid as soon as possible.

On motion of Mr. Jenks, seconded by Mr Pepper a vote of thanks was passed with reference to the benefactions recorded in the Principal's Report and the Secretary was instructed to send the usual letter of acknowledgement to the persons mentioned in the report.

Letter of Thanks.

On motion of Mrs. Gillespie, seconded by Mr. Jenks, it was ordered that on the occasion of next commencement a private view of the exhibition of Students Work be held, special invitations for which should be issued through the Associate Committee of Women.

Private view of Exhibition.

The following bills were approved, on motion of Mr Pepper, seconded by Miss Leach.

Bailey, Banks and Biddle, Engr. and Printing Letter of Thanks. 28.25
L. W. Miller, Incidental Expenses 230.52

The meeting was then adjourned
L. W. Miller
Secretary.

Regular Monthly Meeting
May. 6 / 1897

Philadelphia. May 6. 1897.

The Regular Monthly Meeting of the Committee on Instruction was held at the School building. Broad and Pine Sts at half past four o'clock P.M. today.

Present. Mr Pearson. Mrs. Gillespie. Mr Jenks Mr. Dana and Mr Furbush.

Minutes

The minutes of the preceding meeting were read and approved. and the Principal's Report was read and accepted.

Communications

The following Communications were presented :—

From Mr Clothier regretting his inability to be present,

From the managers of the Bourse inviting the School to participate in an exhibition of students' work to be held during the Summer, the School of Design for Women. the Public Manual Training Schools. Girard College. The Spring Garden Institute and the Williamson School of

Exhibition
Manual Training Schools

Mechanical Trades having also been invited.

From Miss E. M. Hallowell asking for an increase in her Salary for the next School year.

Harris' Resignation

From Mr Chas. X. Harris tendering his resignation as Professor of Drawing.

Bourse Exhibition

On motion of Mr Furbush the invitation of the managers of the Bourse was declined for the reason that such an exhibition as they proposed would interfere with the regular annual Exhibition at the School.

Hallowells Compensation

On motion of Mr Dana, seconded by Mrs Gillespie the Principal was authorized to re-engage Miss Hallowell, her compensation be $6.00 for each day of actual service.

Harris' Resignation

On Mr Jenks motion seconded by Mr Furbush Mr. Harris' resignation was accepted, and the Principal was authorized to appoint his successor.

On motion of Mr Jenks, seconded by Mrs. Gillespie the Principal was instructed to send the usual letter of thanks to the following persons for benefactions reported by the Principal at this meeting

Fairmount Machine Co. Phila.
For gift of machinery and findings

Letters of Thanks

Geo. V. Cresson Co. Phila.
Shafting. Pulleys etc.

New York and Boston Dyewood Co. N.Y.
Dyestuffs

Messrs. Pickhardt and Kuttroff. N.Y.
Dyestuffs

National Soap Manufacturing Co. Phila.
Soaps.

Commencement Exercises.

On motion of Mr Jukes seconded by Mrs Gillespie the arrangements made and proposed by the Principal for the Commencement Exercises as described in his report were approved and the matter was left in the Principals hands with power to act.

Mrs Gillespie submitted the following names of candidates for Free Scholarships to be awarded at the opening of the next School year if the candidates were found after examination by the Principal, to be properly qualified

Miss Katherine McCrossan

Scholarships Granted

Miss Gertrude Wilson (Boston Schp)
Ex Mrs Henry C. Lea, 2000 Walnut St.

The Principals recommendation that Miss Emma Joyce be engaged as Librarian at a Salary of $7.00 a week & be increased to $8.00 on October 1st was approved.

Librarian Engaged

The following bills were approved.

L. W. Miller	Incidentals - Bills Pd.	$191.36
Lewis H. Lipman,	Cards for Textile School	5.—
Chas. Carr & Son.	Heading " " "	6.50
Jas. H. Billington	Robbins " " "	6.—
" " "	Belting " " "	9.18
Fairmount Machine Co.	Shafting etc	48.44

The meeting was then adjourned

L. W. Miller
Secretary.

Regular Monthly Meeting. June 3.

Philadelphia June 3. 1897.

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building at ~~half~~ half past four o'clock P. M. today.

Present Messrs Pepper. Jenks. Clothier and Fuller.

The Minutes of the last Meeting were read and approved and the Principals Report was read and accepted.

Miss Hallowell re-engaged by the Year.

In accordance with a recommendation contained in the Principals Report Miss Elisabeth M. Hallowell was re-engaged at a Salary of three hundred dollars a year. the engagement to date from July 1st. 1897. - The Principal's recommendation that Miss Farrand's salary for June. July & August be paid at once to enable her to spend her vacation in Europe was referred to the Executive Committee with a favorable recommendation.

Miss Farrand goes to Europe.

The following Communications were received:-

Convention of Working Women

from the Secretary of the Pennsylvania Association of Working Women's Societies conveying thanks for hospitality and courtesy extended on the occasion of the recent convention when the School was visited by the delegates and one of the meetings held at the school; (April 28 '97)

From the U.S. Commissioner of Education

giving notice of an International Congress of Technical Education to assemble in London on the 15th of this month.

Condition of Heating Plan

From Director France calling attention to the condition of the furnaces, boilers engines and steam heating apparatus, and the need of certain repairs in connection with them. The communication was referred to the Committee on the Building.

The following bills were approved and ordered to be paid when countersigned by the Chairman
L. U. Miller. Incidental Expenses 711.27
Walker and Kepler. Electric Light Plant 221.10

The meeting was then adjourned.

L. U. Miller. Secretary.

July
No meeting. Following bills approved by Chairman

Fairmount Machine Co. Equipment Coach $161.59
L. U. Miller. Incidentals $171.81

L. U. Miller
Secy.

Regular Monthly Meeting - October

Philadelphia Oct 7th 1897

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building Broad and Pine Sts at half past four o'clock P.M. today

Present Mrs. Gillespie. Mrs. Pinnott. Miss Leach and Mrs Jones.

~~In the~~ absence of Mr Pearch Mrs Gillespie was called ~~to the~~ chair.

The minutes of the last meeting (in June) were read and approved. and the Principal's Report was read and accepted.

Communications were received from Mr Clothier and Mr Fulbush explaining their absence.

The following appointments to free Scholarships were made. in accordance with the recommendations in the Principal's Report:—

Walter H. Everett. to Weightman Schip. rec. by Mrs. Wister
Adèle Petch " Chapman Biddle " " " Miss Biddle
Agnes Bundy " Barton " " " Wm. H. Wanamaker
Agnes Dennison " " " " " Prest. Pepper
Frances Bradford " " " " " " "
M. Elizabeth Price " Temple " " " Mr. Miller
Morris Molansky " " " " " Supt. Edw. Brooks
Joseph Koza " " " " " Mr Stratton
Alexander Halligan " " " " " Kate V. Carpenter Prest. Grad. Ath Society
Michael Smith " " " " " Kensington Y. M. C. A.

Case of Miss. McCrossan

On motion of Mr Jenks it was ordered that Miss Katherine McCrossan, who was unable to attend except in Saturday mornings and whom the Principal had for that reason declined to recommend her for a free scholarship - should be allowed to attend the school free of charge for tuition.

On motion of Miss Leach, seconded by Mr. Jenks the thanks of the Committee were extended to the following benefactors of the School and the Secretary was instructed to send the usual letter of acknowledgement

Hunter and Dixon, 243 Arch St.
Gifts of Material for Building
Day Bros. 421 No 2nd St.
Gift of Tools and Material for Engineers Dept.

Lindsay, Hyde and Co.
2130 E. York St. Phila.
24 Spindle ~~Woolen Yarn Spindle~~ Reel.

Woonsocket Machine & Press Co.
Woonsocket R.I.
Model - Daly's Differential motion.

M. A. Furbush
224 Market St. Phila.
50 Lantern Slides

Aerophor Air Moistening and Ventilating Co.
Providence R.I.
Hygrometers

Brown Bros & Co.
" 62 Exchange Place, Providence R.I.
"Travellers" for twisting machinery

Prof. W. P. Wilson.
Philadelphia Museums. 233 So. 4th St.
Collection of Textile Fibres.

Chas. McCloud & Co.
Chestnut St. ab. 2nd. Phila.
Yarns for Textile School.

Fitchburg Manufacturing Co.
Fitchburg, Mass.
Yarns for Textile School

Malcolm Mills Co.
Frankford Pa
Yarns for Textile School

The J. R. Montgomery Co.
Windsor Locks, Conn.
Yarns for Textile School.

Geo. Greyson
Darby. Del. Co. Pa.
Yarns for Textile School.

Pettee Machine Works
Newton Upper Falls. Mass
2 Framed Pictures of the Works

Farbenfabriken of Elberfeld Co.
77 William St. N.Y.
Quantity of Dyestuffs

Sharples Dyewood and Extract Co.
The Bourse. Phila.
Quantity of Dyewood Extracts

W. J. Matheson and Co
178 Front St. N.Y.
Quantity of Dyestuffs

Wm. Pickhardt and Kuttroff
128 Duane St. N.Y.
Quantity of Dyestuffs

Donations Included

Victor Koechl & Co.
79 Murray St. N.Y.
Quantity of Dyestuffs

Ralle & Co.
77 John St. N.Y.
Quantity of Dyestuffs

Vacuum Soap Co.
180 Oxford St. Phila.
Quantity of Soap

M. D. Hunter and Co.
Reading. Pa.
Quantity of Soap.

Read Holliday's Sons
7 Platt St. N.Y.
Quantity of Glauber's Salts.

On the suggestion of the Chairman Mr. Jenks moved that the Secretary be instructed to ~~secure~~ a sufficient number of signatures of members of this Committee who are absent to-day to the minutes of this meeting to make up a quorum.
It was so ordered.

In accordance with a recommendation contained in the Principal's Report

Salaries of Fox & Shinn.

the salaries of Miss Fox in the Cook School, and Mr Shinn in the Textile School were fixed at $60 — a month for the current year. beginning October 1st. 1897 —

The following bills were presented and on motion of Mr. Jenks. seconded by Mrs. Sinnott they were approved and ordered to be paid.

Schaum & Uhlinger Supplies	41.74
Jas. Billington & Co. Belting etc.	18.19
Fairmount Machine Co. Pulleys etc.	41.04
L. W. Miller. Incidentals	293.14

The Meeting was then adjourned

L. W. Miller
Secretary —

T. C. Search
M. A. Turner.

Regular Monthly Meeting Nov. 4. 1897

Philadelphia Nov 4.th 1897.

The Regular Monthly meeting of the Committee on Instruction was held at the School building Broad and Pine Sts at half past four o'clock P.M. today.

Present. Mr Pepper. Mr. Search. Mr. Dana. Mr. Jenks, and Mr. Furbush. Mr Search in the chair.

The Minutes of the last meeting were read and approved. and the Principal's Report was read and accepted

Blomgren's Salary.

The recommendation in the Principal's Report fixing the compensation of Emil Blomgren at $45.00 a month was approved. and the Principal's action in refunding the fees of Mr Doyle and Mr Bauke was also approved.

A Communication was received from Mr. Clothier. explaining his absence.

On motion of Mr. Pepper. Seconded by Mr. Jenks the Secretary was instructed to send the customary letter of thanks to the following persons and firms whose

benefactions were mentioned in the Principal's Report

Mr. M. L. Furbush
224 Market St.
Renovation of Auditorium and new Stereopticon

Renovation of Auditorium Mr. Furbush

Mr. T. C. Entwistle
164 Worthen St. Lowell, Mass
Beaming Machine

Chas. J. Webb & Co.
142 No Front St. Phila.
Scoured Wool

Pettee Machine Works
Newton Upper Falls, Mass.
New Improved 1897 Pattern Revolving Flat Card

Mr. F. T. Holder
Alexander Smith and Sons, Yonkers N.Y.
Money Contribution ($25.00) to support of the School

R. Greenwood and Bauth
Cor. Oxford and North St. Frankford.
Dyeing Yarns for use of the School

C. Moore and Co.
Fifth and Market Sts. Phila
Jack, Spindle, and Squaring Bands, and

New England Cotton Manufacturers Association
C. J. H. Woodbury, Secretary
178 Devonshire St. Boston, Mass.
Copies of Transactions of the Association from its organization until the present.

Indian Alkali Works
77 Brown St. Boston, Mass.
1 Barrell Wool Sarogram

Philadelphia Primus Heating Co.
11 No. Water St. Phila.
Set of burners and furnace for metal work.

Mr. Pepper reported that by the terms of the will of ~~the~~ late Mrs. Frederic Graff the School was to receive her collection of engravings and etchings all framed and in excellent condition, with the understanding that they should be kept together and known as the "Mrs and Mrs. Frederic Graff and Mathieu Collection, and that the recent death of Miss Mathieu rendered the bequest operative now.

Graff Bequest

It was the feeling of the Committee that the collection would be well placed in the room occupied by the Associate Committee and this

Committee and the Principal of the School was instructed to have it there.

France's Lathe Bought

The Principal having called attention to the obligations which the School was under to Mr France for the use of a power lathe owned by him but loaned to the School for several years. Mr Pepper moved that Mr France be paid for the lathe. It was so ordered.

Proposed Worsted Lamb & Cotton Picker

The Principal submitted a letter from Mr France giving an account in considerable detail of work done during the Summer and asking for instructions regarding the installation of a Kitson Cotton Picker which had been offered to the School, and also regarding the desirability of acquiring a set of Machinery for the manufacture of Worsted yarn. Such a set having been offered by the firm of Messrs. Farrar and Co. of Halifax, Eng.

On motion of Mr Dawe the matter of the Cotton Picker as well as that of the Worsted Machinery was referred to a Committee of two to be appointed by the Chairman.

The Chair appointed on this Committee.
Mr Jukes chmn.
" Furbush.

The Chairman called attention to the very meagre Salary which was received by Mr France, the able Director of the Textile School, and on Motion of Mr Pepper seconded by Mr Furbush it was

Salaries of France, Stratton & Miller

Resolved, ~~that~~ a recommendation by Executive Committee that the Salary of Mr France be 3,000 a year
That of Mr Stratton 1,800 "
" " " Miller 3,600 "

Mr France having reported to the Chairman that he was unaware of the existence of any insurance ~~that~~ the Machinery in the Textile School, it was, on motion of Mr Pepper,

Insurance on Machinery

Resolved to ask the Executive Committee for information regarding the matter of insurance on the property of the School at its next meeting.

The following bill was approved and ordered to be paid

L. W. Miller Incidentals for October 686.5

The meeting was then adjourned
L. W. Miller Secy

Regular ~~Monthly~~ Meeting. Dec. 2 1897

Philadelphia Dec. 2nd 1897 –

The Regular ~~Monthly~~ Meeting of ~~the~~ Committee on Instruction was held at ~~the~~ School Building, Broad and Pine St at half past four o'clock P.M. today –

Present. Mrs. Gillespie. Miss Leach. Miss Cooper. Mr Wood. Mr Dana. Mr Jenks, and Mr Fairbrash.

In ~~the~~ absence of Mr Search. Mr Dana was called to the chair –

The minutes of the last meeting were read and approved and the Principals Report was read and "accepted" ~~and read~~.

Communications were received from Mr Pepper and Mr Clothier explaining their absence

A communication was received from Mr. Geo. B. Holden a pupil in the Textile School asking that one half of his fee for tuition paid at the beginning of the current school year be refunded at the close of the present term Dec. 24th. as he had decided to sever his connection with the

Holden's fee

School at that time.
The Principal reported that he expected to receive a similar request from another student, Mr Lawrence Holden and desired that the Committee decision should cover both cases. On motion of Mr Jenkes. Seconded by Mrs. Gillespie it was.

Holden's fees refunded.

Ordered that one half of the fees paid by the two students named above ($12.00 in each case be refunded by the Principal.

Mr Jenkes, for the Committee appointed at the last meeting to consider the advisability of installing a Cotton Picker in the Textile School, reported that his Committee deemed it inexpedient to place such machinery in the present buildings. He reported progress, however - in the matter of preparing plans and estimates for a new building to be erected for its accommodation in the yard.

New building for Cotton Picker

On motion of Mr. Wood it was.
Resolved, that a recommendation be made to the Executive Committee that the usual letter of thanks be sent to the Associate Committee of Women for the six Show cases purchased by the ladies at the

Show Cases from A.C.W.

close of the Chicago Exposition and presented to the School.

Mrs. Gillespie reported that the Associate Committee was at present engaged in organizing an entertainment for the benefit of the School. It was to take the form of a "Marie Antoinette Fête" to be given at the Academy of Music on the evening of Tuesday Dec. 4. Preceded in the afternoon of the same day by a Children's pantomime "The Pied Piper of Hamelin"

ete & antomime and the School

The Principal presented the following bills:-

Fixtures and Equipment Account.

Textile School

E. W. France Lathe and Tools, payment for which was authorized at last meeting	273.-
E. W. France. Typewriting Machine	102.50
E. W. France Sundry bills from Fairmount Machine Co. Schaumer and Lehlinger	
Chas. Ashoff & J. H. Billington	69.31
L. W. Miller. Book on Textile Design	15.-

Art School

L. W. Miller. Furniture & Frames	209.99

Expense Account

Art School.

L. W. Miller	122.95

Textile School

A. G. Forsyth	10.25
Schaum and Uhlinger	4.25
A. M. Collins Co.	16.78
J. H. Billington & Co.	13.71
L. W. Miller	58.94

On motion of Mr Wood the above bills were approved and ordered to be paid and the two accounts included in the Principal's Report showing the receipt and expenditures in connection with the Circular and certain work done for the Textile World of Boston, were also approved

The meeting was then adjourn

L. W. Miller
Secretary.

Regular Monthly Meeting Jan. 8 1898

Philadelphia Jan. 8 1898 -

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building at half past four o'clock P.M. today

Present. Mr. Pepper, Mrs. Gillespie, Miss Crozer, Miss Leach, Mr Jenkes. Mr. Clothier and Mr. Dana.

In the absence of Mr. Search. Mr. Pepper was called to the Chair.

The Minutes of the last meeting were read and approved. and the Principal's Report was read and accepted. The form of classification adopted by the Principal in presenting the bills ~~[illegible]~~ for December was also, on motion of Mr Jenkes, approved.

Mr. Jenkes, for the Committee on installing new machinery reported progress in the matter of a Cotton Picker.

Mrs. Gillespie, for the Associate Committee of Women reported that the entertainment announced at the December meeting, had, owing to a combination of unfortunate circumstances, proved unprofitable.

tertainment
nprofitable

On motion of Mr. Jenkes it was
Resolved that the thanks of this Committee be tendered to the Associate Committee of Women for their efforts in organizing for the benefit of ~~the~~ School the entertainment presented at the Academy of Music on 14th.

On motion of Mrs. Gillespie it was ordered that a letter expressive of the appreciation and gratitude of this Committee for the gift of the Graff Collection of Engravings and Etchings be sent to Miss Graff. ~~and~~

Graff letter of Thanks

At the request of the Chairman, Mrs. Gillespie expressed a willingness to prepare and send such a letter.

The following bills were approved

L. W. Miller Incidentals	427.80
Bryant - Coal	210.—
Gas Bills	123.40
Shoemaker - Paints etc.	24.75
Ketcham - Lumber	81.77
Worthington - Plastering	13.65
Hunter & Dixon - Plumbing Supplies	23.41
Hunter, Appleton & Co. Hardware	20.40
Saml. Thompson Jr. Bills Paid	2.63

The meeting was then adjourned

L. W. Miller Secretary

Regular Monthly Meeting Feb. 3 1898.

Philadelphia Feb. 3rd 1898 —

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building Broad and Pine Sts at half past four o'clock P. M. today.

Present. Messrs. Search. Pepper. Dana. Furbush Clothier. Miss Leach.

The Minutes of the last meeting were read and approved, and the Principal's Report was read and accepted.

Letters of Thanks

The Principal was instructed to send the usual letter of thanks to the following firms in acknowledgment of donations that were mentioned in his report.

Letter sent Lowell Machine Shops.
Lowell, Mass

Letter sent Gift of Drawing-in Frame for Textile School.
John T. Morris. Gift of Roch's Anatomy & Library.

Letter sent, Gifts Jagode & Lewis
117 Chestnut St. Phila.
Gift of Quantity of Wool.

Letter sent. A. C. Munoz. Gift of Drawing. Doorway of Santa Paula Sevilla

Letter sent Herlish and Jones
2025 Mandain St. Phila.
Gift of Quantity of Worsted yarn.

Feb. 4th 1898 Concluded -

Grand W. Lyall, 536 W. 23rd St. N.Y.
Loan of models of Loom and Principal ~~[illegible]~~ Motion of L

On Motion of Mr Dana, Seconded by Mr. Clothier
the Principal was authorized ~~to engage~~
Mr. Frederic Haigh of Paterson N.J.
as Professor of Textile Coloring at a
Salary of $1800.- a year in accordance
with the recommendation contained
in his report.

Mr. Haigh's Appointment

The Chairman submitted a proposition regarding the enlargement and re-organization of the Committee on Instruction

The plan contemplates a committee of eighteen in addition to the Chairman and divided into twelve Sub committees of two each. namely twelve Sub-committees on the School of Applied Art and six on the Textile School.
The following were suggested as the titles of these Sub-Committees

Proposed re-organization of this Committee

Committee on Instruction.

Sub-Committees Appointed

Art School	Textile School -
Sub. Committees on	Sub-Committees on -
Drawing and Painting	Cotton Department
Modelling and Ceramics	Woolen & Worsted "
Collections and Equipment	Laboratories & Machinery

Com. on Instruction, Section of Practical Applications
Sub Committees on
Decoration
Illustration
Printed and Woven Fabrics

The plan as outlined by the Chairman was warmly approved by the members present.

The following bills were approved and ordered to be paid.

Wm. Bryant.	72 tons Coal @ 2.5c	180 —
L. W. Miller.	Bills Pd.	567.32

The meeting was then adjourned.

L. W. Miller
Secretary —

Regular Monthly Meeting. March.

Philadelphia March 3rd 1898

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building. Broad and Pine Sts. at half past four o'clock P.M. today.

Quorum.

Present. Mr. Search. Mr. Pepper. Mrs Gillespie, Mr. Wood. Mr Dana. Mr Jenks. Miss Leach Mr. Harding. Miss Crozer. Mr Furbush Mrs. Bergner. Dr. Lambdin. Mrs. Hipple Mr. Clothier. Mr Converse

Minutes.

The Minutes of the last meeting were read and approved and the Principal's Report was read and accepted.

Mr Moulton's letter.

The following communications were presented: From Mr. Moulton asking to be excused from service on the Committee for the present on account of his health.

Mr Steere's letter.

From Clarence A. Steere, a pupil in the Textile School asking whether a portion of the tuition fee paid by him at the beginning of the year would be refunded as he had left school to accept a position as Designer for the Hope Webbing Co. of Pawtucket. R.I.

On motion of Mr. Wood seconded by Mr. Jenkes, it was

Ordered, that fifty per cent ($28.00) of the tuition fee of Mr. Clarence A. Steere for the unexpired term of the current school year, be returned to him.

teere's
uition fee
e-funded.

On motion of Mr. Pepper the matter of Petty Cash for the payment of small bills by the Principal was referred to the Executive Committee.

Petty Cash

On motion of Mr Wood the bills submitted by the Principal, a list of which was included in his report, were approved and ordered to be paid.

Bills

The Chairman presented a communication from the ~~National~~ New England Cotton Manufacturer's Association offering to present to the School of Industrial Arts a bust of the late Geo Draper Esq. of Mass. in testimony of their appreciation of the courtesies extended to the Association on the occasion of the holding of their annual meeting here at the School in October last.

Draper
Bust

On motion of Mr Wood, seconded by Mr. Furbush the matter was referred to the Executive Committee.

March 1898

Reports of Committees

Mr. Dana.

Mr. Dana for the Committee on Drawing and Painting reported that he had, to a certain extent, examined the work of the School which was the province of his committee to direct, but that he had no formal report or recommendations to make at this time

Mr. Harding

Mr. Harding for the Committee on Woolen and Worsted reported that his committee had carefully considered the question of the advisability of installing a Worsted Plant which had been the subject of a communication from Director French which was presented at the meeting of this Committee held Nov. 4th. 1897. and were unanimous in their conviction that the addition of such a set of machinery was exceedingly desirable. He had not gone very deeply into details of the problem which the installation of this machinery presented, but he felt sure that the machinery itself could be procured at a cost in England of about twelve hundred and fifty dollars ($1250.-)

On motion of Mr. Jenkes, seconded by Mr. Wood it was

Resolved, that the Committee be requested to take into further consideration the matter of installing a set of Worsted Machinery and to report

at the next meeting."

On motion of Mr. Wood, seconded by Mr. Jenkes the Secretary was instructed to send the usual letters of thanks to the following persons and firms in acknowledgment of donations mentioned in his report.

Mr. John T. Morris
826 Drexel Building
gift of Audsley "The Ornamental Arts of Japan"

Laminar Fibre Co.
No. Cambridge, Mass.
gift of Roving Cans and Sundries

Granger Foundry and Machine Co.
Providence, R.I.
gift of Jigg for Speck Dyeing

Justice, Bateman and Co.
122 So. Front St.
gift of Quantity of Washed Wool

Aberfoyle Manufacturing Co.
Chester Pa.
gift of Quantity of Spun Silk & Sundries.

The meeting was then adjourned

L. W. Miller
Secretary.

Regular · Monthly · Meeting April 7.

Philadelphia April 7th 1898.

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building, Broad and Pine Sts. at half past four o'clock P.M. today.

Present Mr Pepper. Mrs. Gillespie. Mr. Wm. Wood. Mr. Jules, Mr. Clothier, Mr. Dana. Mr. Lambelin. Mr. Harding, Mr. Converse Mr. Harrison, Mr. Furbush. Mrs Wister. Mrs. Hipple, Miss Crozer and Miss Leach.

In the absence of Mr. Search. Mr. Pepper was called to the Chair.

The Minutes of the last meeting were read and approved. and the Principal's Report was read and accepted.

Principal's Report.

The following recommendations embodied in the Principal's Report were approved

Tuition Fee increased to $60 –

1st. To increase the tuition fee in the School of Applied Art to $60.– a year.

Remission of fees in School of Languages

2nd. The remission, in the cases of all students who enter for the year, of the fee which is now paid in the School of Modern Language with the understanding however that if more than one language is taken an additional fee will be charged

Reports of Stratton and France

Reports from Supt. of Bldg. Thompson, from Director Stratton of the School of Applied Art. and from Director France of the Textile School, were submitted and read and on motion of Mr. Wood they were referred to the appropriate Sub-Committees

The following communications were received:-

From President Search explaining his absence on account of the death of his mother and referring to the Committee a communication from Mr. Furbush regarding the expenses that might properly be incurred in connection with the ceremonies attending the presentation of the bust of Mr. Draper by the members of the N.E. Cotton Manufacturer's Ass'n on the 16th inst.

Expenditure connection with presentation of Draper Bust.

Mr Furbush explained what had already been done in this matter including the sending of 2000 invitations. He desired instructions regarding any further expense such as that for Music & Decorations

On motion of Mr Jenkes the expenditure of such an amount for the above purposes as was deemed advisable by Mr. Furbush and the Principal, was authorized.

April 1898 - Continued

A Communication was received from Mrs. Mary S. Johnson of 3610 Baring St. asking whether any portion of the tuition fee paid by her daughter Cynthia S. Johnson would be returned as she had been unable to attend the School except during a portion of the first month after registration. In accordance with the Principal's recommendation, it was, on motion of Mr. Clothier,

Return of Portion of Miss Johnson's Fee.

Ordered that Seventeen dollars ($17.-) be returned to Mrs. Johnson.

Reports of Sub-Committees

Mr. Pepper. for the Sub-Committee on Collections & Equipment. reported the presentation by Mr. John T. Morris, of a valuable collection of 27 specimens of reproductions in Copenhagen Ware of Antique Vases.

Mr. Pepper

Mr. Dana for the Committee on Drawing & Painting Submitted a written report discussing in some detail the work of the Art School, which he had inspected in company with Mr. Wm. M. Chase, Mr. Thomas Anschutz, Mr. Wilson Eyre Jr., Mr. John Lambert and Mr. Frank Miles Day and recommending certain changes in the conduct of the classes: Among others the discontinuance at the end of the current term of the Costume Classes, both Day and Evening, the work in

Mr. Dana

which he regarded as very unsatisfactory and unprofitable.

In accordance with Mr Dana's recommendation the report was referred to the Sub-Committee on Drawing and Painting for further consideration.

Dr. Lambdin for the Sub-Committee on Modelling and Ceramics reported that he had, on inspecting it, been much impressed with the importance of the work of this department in which he felt that a good deal was accomplished with very limited means. He hoped to make in a future report specific recommendations for strengthening and extending the work which seemed to be so well begun.

Dr. Lambdin

Mr. Jenkes for the Sub-Committee on Cotton Manufacture submitted a written report, commending the conditions of the Cotton Department in general, and recommending the introduction of a better system for keeping cotton samples; the addition to the equipment of a yarn-testing machine, and the adoption of a clutch method of stopping power in the spinning room.

Mr. Jenkes

April 1898 continued

Mr. Converse for the Sub-Committee on Laboratories & Machinery reported progress. His Committee had inspected the School and had found much to interest it, which would be discussed in detail in future reports.

Mr. Converse

Mr. Harding for the Sub-Committee on Wool & Worsted Manufacture reported progress in the matter of the installation of the Worsted Machinery which was advocated by him at the meeting in March.

Mr. Harding

Mrs. Wister for the Committee on Decoration. Mrs Hipple for that on Illustration and Miss Leach for that on Printed and Woven Fabrics reported progress in the preliminary work of organization and inspection but there had not been time to carry the work of supervision very far.

Mrs Wister " Hipple and Miss Leach

On motion of Mr. Dana the Principal was instructed to send the usual letter of thanks to Mr. Wm. M. Chase for his services in inspecting the Art School and advising him

Letters of Thanks

in regard to the same. and he was instructed to acknowledge in the same way the benefactions recorded in the several reports that had been presented.

Letter of Thanks to Mrs. Stover

Mrs Gillespie having reported that Mrs B. Stover had never received an acknowledgment of the gift of a collection of Pottery which she had made some time ago to the Museum, the Principal was, on motion of Miss Leach, seconded by Mrs. Hipple, instructed to send the usual letter to her as well.

Mr Furbush

Mr Furbush asked for the Co-operation of the Associate Committee of Women in connection with the ceremony of receiving the Draper Memorial Rush on April 16th. this was promised by Mrs. Gillespie, who also offered on behalf of the Asso. Com. to bear half the expense of those ceremonies.

Mrs Gillespie

Mrs Gillespie reported that she had received a gift of one hundred dollars ($100.-) from Mrs. Elkins & she used her discretion for the benefit of the School. She therefore offered to bear the expense of erecting a brass railing for the front steps of this building, in

Hand Rail for Steps to this Building

accordance with a recommendation contained in the report of Supt. of Building Thompson. She desired to expend the remainder of the above amount on some additions to the equipment of the Modelling Class. This disposition of the gift was approved by the Committee.

Bills Approved

The bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned

L. W. Miller
Secretary

Regular Monthly Meeting. May 1898.

Philadelphia. May 5th 1898 -

The regular monthly meeting of the Committee was held at the School building Broad and Pine Sts at half past four o'clock P.M. today.

Quorum

Present. Mr Search, Mrs. Gillespie. Mr Dower Mr. Harding. Mrs Hipple. Mrs Wister. Mrs Bergner. Miss Leach, and Mr. Fenbush.

Minutes

The Minutes of the last meeting were read and approved. and the Principals' Report was read and accepted.

Communicating resignation Mr. Haigh.

The following communications were received:-
From Mr Clothier explaining his absence
" " Jenks " " "
" " Haigh presenting his resignation as Professor of Chemistry & Dyeing
" Mrs. M. E. Gesemeyer requesting the return of at least a portion of the fee paid Oct. 1897 by May Gesemeyer. her daughter who had been unable to attend on account of illness. On motion of Mrs Gillespie. it was

Case of Miss Gesemeyer.

Ordered that the fee paid by Miss Gesemeyer ($10.00) be returned to her.

May. 1898. continued.

Communications Continued.

From Director Trence reporting that gifts to the Textile School had been made by the following:—

Gifts to Textile School.

✓ 1. Geo S. Harwood and Son.
Boston. Mass.
Gift of one 60" Bramwell Feed

✓ 2. Whitin Machine Works
Whitinsville. Mass.
Gift of Set of Change Gears for Spinning Fram

✓ 3. Mr. John Story Jenks
328 Chestnut St. Phila.
50 Cases for displaying Cotton Samples

✓ 4. E. K. Bready. Howard & Huntingdon Sts
Quantity of Fancy Lurpeed & Knotted Yarns

✓ 5. O. S. Janney & Co.
10 Letitia St. Phila
Gift of Quantity of Chemicals & Dyestuffs

✓ 6. Wm. Pickhardt & Kuttroff
123 Chestnut St. Phila.
Gift of Quantity of Chemicals & Dyestuffs

✓ 7. W. J. Matheson & Co.
126 So. Front St. Phila.
Gift of 181 Samples of Dyestuffs

May 1898. Continued -

Donations. Continued; —

8. Farbenfabriken of Elberfeld Co.
11 No. Front St. Phila
Gift of Quantity of Samples of Dyestuffs

nations
tinued.

9. C. Bischoff & Co.
110 Walnut St. Phila.
Gift of Quantity of Dyestuffs

✓ 10. Messrs Sykes & Street
37 No. Front St. Phila.
Gift of Quantity of Samples of Dyestuffs

11. Enterprise Chemical Co.
Boston. Mass
Gift of Chemicals

12. John J. Keller & Co.
104 Murray St. N.Y.
Gift of Quantity of Dyestuffs

13. Harway Dyewood Co.
184 Front St. N.Y.
Gift of Quantity of Samples of Dyestuffs

14. Avery Chemical Co.
Boston. Mass
Gift of Quantity of Chemical Supplies

15. A. P. Mende & Co.
New York
Gift of Quantity of Chemicals

May 1898. Continued -

Donations Continued:-

Donations Concluded.

16. A. Klipstein & Co.
120 Arch St. Phila.
Gift of Quantity of Samples Dyestuffs

✓ 17 J. Earenson & Co.
20th & Wood Sts. Phila.
Gift of Quantity of Olive Oil Soap.

On motion of Mr Fulbrook it was ~~Ordered~~ that the Principal be instructed to send the usual letter of thanks to the persons and firms mentioned above.

Mr. Algeo's Salary.

A Communication from Mr Algeo regarding his Salary was referred to the Executive Committee, as were the cases of Mr. Deignudesch and Mr Roberts which were brought to the notice of the Committee by the Principal.

This Committee recommended that the ~~above~~ salaries in the cases mentioned above be fixed for the year beginning July 1st. 1898 as follows:- Algeo. $1800 - Deignudesch $800. Roberts $720

Reports of Sub-Committees

Mr Dana

Mr. Dana for the Sub-Committee on Drawing and Painting presented a report renewing in a somewhat modified form the recommendations contained in the report of this Sub-Committee submitted at the April meeting. At the request of the Chairman action on this report was deferred to a Special meeting of this Committee which was to be called on Wednesday May 11th at 4 o'clock P.M.

Reports of Sub-Committees continued.

Mrs. Hipple

Mrs. Hipple for the Sub-Committee on Illustration submitted a report recommending certain additions to the equipment of this department in the form of Books, Photographs, and objects for Still Life Study.

The report was accepted with the understanding that the Principal would provide the objects asked for.

Miss Leach

In the absence of the Chairman, Mrs. Elkins, Miss Leach presented the report of the Sub-Committee on Printed and Woven Fabrics calling attention to certain needs in the way of equipment and efficiency in both the Art and Textile Schools.

Discussion of this report was deferred to the Special Meeting to be called next Wednesday.

Mrs. Wister

Mrs. Wister for the Sub-Committee on Decoration reported progress, and the fact that the committee hoped to be able to organize classes in Engraving as well as to provide instruction in the details of business management in connection with Interior Decoration.

May 1898. Continued –

Reports of Sub-Committees - Concluded -

Mr Harding

Mr. Harding for the Committee on Wool and Worsted Manufacture reported progress in the introduction of a Complete Worsted Spinning Plant which was to be installed as a gift to the School by the Worsted Spinners of Philadelphia

In accordance with a recommendation by Mr Harding, and on motion of Mrs. Gillespie it was

Worsted Machinery from England.

Ordered that the Executive Committee be requested to authorize the placing of an order in England for this machinery a list of which would be furnished by Mr Harding.

Sub-Committee on Cotton Manufacture

The Principal reported for the Sub-Committee on Cotton Manufacture the presentation by Mr Jenkes of the cases for the display of Samples the addition of which was recommended last month and progress in the matter of providing a yarn testing machine.

Julien Drawings

Mr Dana having called attention to the need of good examples Drawing for Students to see, and to the fact that the most meritorious works produced in the Julien Studios in Paris were to be purchased for 20 francs apiece, he was instructed to secure a set of such works during the Summer, for the use of the School

May 1898 Concluded -

Bills approved

The bills presented by the Principal as part of his report were on motion of Mr. Dana approved and ordered to be paid after having been examined and signed by the Chairman.

The meeting was then adjourned.

L. W. Miller
Secretary -

For Confirmation of all appointments and approval of all recommendations by the Executive Committee. See Mr. Barr's letter of May 14th 1898 -

Special Meeting May 11 1898.

Philadelphia May 11 1898.

A Special Meeting of the Committee on Instruction was held at the School Building. Broad and Pine Sts at four o'clock P. M. to day.

Present. Mr. Search. Mrs Gillespie. Mr Dana. Mr. Stuart Wood. Dr Lambdin. Mr. Jenks. Mr Fenbush. Mrs Hipple. Mrs. Bergner. and Miss Leach.

Communications explaining their absence were received from Mr Clothier and Mr. Converse

Object of Meeting

The Secretary stated the purpose of the meeting, which had been called to consider the report of the Sub. Committee on Drawing and Painting which was submitted at the regular meeting on the fifth inst. and also the report of the Committee on Printed and Woven Fabrics. action on which had been deferred at the same time.

Costume & Sketch — Class.

The first of these reports was read and after a full discussion of its contents. the report was accepted and the recommendation regarding

the Costume Class, namely that it be amalgamated with the Sketch Class the combined classes to be under Mr. Stratton's direction, and to meet one afternoon and one evening in each week was approved.

Mr. Faber to be engaged.

Mr Dana recommended the appointment of Mr. Louis Faber as Instructor in Drawing, and on motion of Mr Stuart Wood, seconded by Mr. Jenks, the Principal was authorized to engage Mr Faber to give his services for such time as may be deemed necessary, at a salary not exceeding $500. a year.

Mr. Dana appointed Professor in Charge.

On motion of Mr Wood seconded by Mrs Hipple, Mr. Dana was appointed Professor in Charge of Water Color Painting.

Report of Committee on Printed & Woven Fabrics

The Report of the Sub-Committee on Printed and Woven Fabrics having been read again, it was, on motion of Mr. Jenks, seconded by Mrs. Gillespie accepted, and the recommendations which it contained regarding the construction of a conservatory and the formation of a collection of ornamental fabrics for the use of the Textile School

Special Meeting. May 11 1898. Conclu

were referred back to the Committee in conjunction with the Principal with a request that they be made the subject of further investigation

A Communication was received from Mr. Pepper enclosing one from the Library Committee of the Free Library. suggesting that the Trustees of this School authorize the Principal to sign for them the applications of students for the use of the Library.

Students' Use of Free Library.

The Principal stated in this connection that the applications in question were really personal guarantees which he had, in his private capacity, declined to sign.

On motion of Mr. Dana, seconded by Mrs. Gillespie the matter was referred to the Executive Committee.

On motion of Mr. Dana. seconded by Mrs. Gillespie it was

Resolved. that a cordial invitation be, and the same is hereby extended to the National Association of Wool Manufacturers to hold its next Annual meeting at the Pennsylvania Museum and School of Industrial Art at which time its members may have an opportunity of inspecting the School. The meeting was

Invitation to Natl. Ass'n of Wool Manufacturers.

Regular Meeting June 1898 -

Phila. June 2nd 1898

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building, Broad and Pine Sts at half past four o'clock P. M. today.

Present. Mr Pepper. Mrs. Gillespie, Miss Crozer Miss Leach, Mrs. Bergner, and Mrs. Hipple.

In the absence of the Chairman, Mr Pepper was called to the Chair.

Minutes

The Minutes of the last two meetings were read and approved, and the Principal's Report was read and accepted

Method of awarding prizes & honors -

The recommendations contained in the Principal's Report to the effect that the awarding of prizes and other School honors be assigned to the respective sub-committees of this committee, acting in conjunction with the Advisory Committees on whose advice and guidance in the several departments the School is accustomed to depend, this arrangement to be adopted not for this season only but as a permanent provision for dealing with the whole problem of School honors, was on motion of Mrs.

Return of Dudley's Tuition Fee.

Gillespie, seconded by Mrs. Hipple, approved as was the recommendation to grant the request for the return of his tuition fee $75.00 contained in the communication of Mr. Dudley, q.v.

Excuses of Absentees

The following communications were received from President Search explaining his absence

" Messrs Converse, Clothier Jenks, Lambelin Fenbush and Mrs. Wister, to the same effect. from J. M. Matthews, Ph.D. applying for position of Instructor in Chemistry & Dyes

Wool Manf'rs Association

" S. N. D. North Esq. Sec'y of the Nat'l Association of Wool Manufacturers thanking the Committee for the invitation extended by this Committee at the last meeting and saying that it would be presented and probably accepted, at the next meeting of the Executive Committee of the Association

" Howard Dudley requesting the return of the tuition fee ($75.) pd in Chemistry Course, relinquished on account of ill health.

Reports of Sub-Committees.

The Report of the Sub-Committee on Illustration was presented by the Chairman Mrs Hipple.

The Report described in detail a visit paid by the Committee in company with Miss Hallowell, our Instructor in this department to the Schools in New York and Brooklyn where similar work is done, and recommended that professional talks and criticisms be arranged for, if possible, another year.

Illustration

The report was accepted and ordered filed.

A Report was received from Mr. Converse chairman of the Sub-Committee on Laboratories and Machinery stating that a thorough examination had been made of the machinery with the view of considering any necessary repairs ~~and~~ or modifications.

It was stated as the opinion of the Sub-Committee that it was not advisable to substitute electric power for the system now in use as under present conditions such a change would increase the cost of the power consumed.

The Sub-Committee recommended the smoke flue from the west boiler, which is too small, be replaced during the summer by a larger flue, and that a new iron lining to the chimney be made; also that the brick arches of Nos. 1 and 2 boilers be rebuilt and that a friction clutch be placed on the shafting in the Cotton Department so that it might be possible to stop the shafting in that room when only running looms in the room below.

The report was accepted and ordered filed and the recommendations contained in it were referred to the Executive Committee.

Laboratories and Machinery

Resignation of Mrs. Elkins

The resignation of Mrs. Elkins as Chairman of the Sub-Committee on Printed and Woven Fabrics was received and on motion of Mrs. Gillespie the resignation was accepted with much regret. (notified June 3)

Letters of Thanks

On motion of Mrs. Gillespie, the usual letter of thanks was ordered to be sent to those whose donations to the school were mentioned in the Principal's Report.

Letter of Thanks to Col. Clarke for Commencement Address also sent.

On motion of Mrs. Gillespie, seconded by Miss Leach the bills submitted by the Principal, as part of his report were approved and ordered to be paid after having been examined and signed by the Chairman of this meeting.

The meeting was then adjourned

L. W. Miller
Secretary —

Regular Meeting October 1898 –

Philadelphia October 6th 1898

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building, Broad and Pine Sts at half past four o'clock P.M. today.

Present. Mr Search, Mrs Gillespie, Mr Jenks, Dr. Lambdin, Miss Leach, Mrs Hipple, Mr. Moulton, and Mr Fenbush.

Minutes

The minutes of the last meeting were read and approved and the Principals Report was read and accepted.

Communications.

The following communications were presented: –
From Mr Clothier explaining his absence.
" Mrs Bergner " her "
" Mr. Pepper " his "
" Jas. Pollock, Chairman inviting the School to take part in the parade on "Civic Day" of the Peace Jubilee, to be held in this city on the 26th and 27th of this month.
From the Committee on Decorations for the above Jubilee asking whether it was the intention of the Directors to decorate the front of the School building and also whether stands for spectators were to be erected in front of it.

From Messrs J. L. Fry and James Foster offering seven hundred dollars ($700.-) for the privilege of erecting a stand for the above occasion -

From Louis C. Keilich offering seven hundred dollars ($700.-) for the same privilege -

From the Women's Emergency Relief Association thanking the Board of Directors for the use of the Committee Room of this building during the past summer when the members of the association were engaged in preparing and forwarding supplies for the sick and wounded soldiers in the late war with Spain -

" Mr Fairbrush. for

The Sub-Committee on Woolen and Worsted Spinning submitted a form of contract under which the Lowell Machine Shop was willing to put in without expense to the school. the machinery necessary to equip the projected Department of Worsted Spinning.

Worsted machinery presented by Lowell Mach Shop -

On motion of Mr Jenks. seconded by Mrs. Gillespie it was

Resolved that the execution of the above contract be authorized and the thanks of this Committee be extended to the Lowell Machine Shop for its generous action in presenting this machinery + and ~~with~~ also to the manufacturers of

Philadelphia who had, through Messrs Harding and Furbush contributed enough money to provide for the expense of transporting and installing the machinery presented by the Lowell Machine Shop."

ngagement
f Miss
ppincott.

On motion of Mr. Jenkes, seconded by Dr. Lambdin, the recommendation of the Principal that Miss Margarette Lippincott be engaged as Instructor in Water Color Painting for the current School year, her compensation to be at the rate of $2.00 an hour for eight hours a week, was approved.

On motion of Mrs Gillespie, seconded by Mr Jenkes it was

bilee
rade
pproved.

Resolved that the proposition to furnish a float for the Peace Jubilee be approved and the Principal instructed to prepare plans for the same and submit them to the Executive Committee at its next meeting.

ectators'
Stand

On motion of Mr Jenkes the matter of a spectators' stand was referred to a Committee consisting of Mr Furbush and the Principal, with power to act.

The usual letter of thanks was ordered to be sent to the benefactors of the

Scholarships Awarded

school whose donations were reported by the Principal — and the appointments to free scholarships which were recommended in the Principal's Report were made.

On motion of Mr Jenkes, seconded by Mrs. Gillespie, the bills submitted by the Principal as part of his Report were approved and ordered to be paid —

The meeting was then adjourned

L. W. Miller
Secretary —

Regular Meeting Nov. 3rd 1898.

Philadelphia Nov 3rd 1898.

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building, Broad and Pine Sts. at half past four o'clock P. M. today

Present. Mr Search. Mr Dana. Mr Clothier. Mr. Jenks. Mr Turbush, Mrs Bergner and Miss Leach.

The Minutes of the last meeting were read and approved and the Principal's Report was read and accepted.

The following communications were presented. From Mrs. Gillespie. Mr Pepper. Dr. Lambdin and Mrs Wister explaining their absence

Communications

From Morris T. Briggs a former pupil who was compelled by illness to leave the School asking that a portion of his fees might be refunded.

On motion of Mr Clothier, seconded by Mr Jenks the Principal was given power ~~to act~~ in the case of Mr. Briggs.

Mr Dana for the Committee on Drawing and

Report of Mr. Dana

Painting reported that he found the ~~instruction~~ work in a very satisfactory condition, the instruction showing considerable improvement over that given last year.

Mr Dana also reported that he was unable to secure in Paris either the drawings or the samples of Textiles which he had hoped to secure during the Summer.

Yarn Testing Machine

Mr. Jenks reported progress in the matter of securing the much needed Yarn-testing Machinery for the Textile School He submitted price lists from English makers, it having been ascertained that such machines were not made in America, and hoped that the machines themselves might be installed before very long.

Committee on Illustration.

Mrs Hipple for the Committee on Illustration sent a written report of very satisfactory progress in this department.

Worsted Machinery

The Principal called attention to the main question discussed in the Report of Director France viz:- the installation of the new Worsted Machinery and the consequent necessity of

providing a means of communication between the two wings of the building at the 15th St end.

He submitted estimates for building the passage, according to specifications which he read, from Geo. T. Payne & Co. and Samuel Thompson and was instructed to secure an additional estimate from Lewis Havens in season for presentation at the meeting of the Executive Committee on the 10th inst.

Meeting Passageway Proposed -

The Secretary was instructed to change the hour at which the meeting of this Committee are to be called hereafter to 3.30 P.M. instead of 4.30.

The Principal was instructed to send the usual letter of thanks to the benefactors of the School mentioned in his report.

On motion of Mr Jenks. the bills submitted by the Principal as part of his Report were approved and ordered to be paid

The Meeting was then adjourned

L. W. Miller
Secretary -

Regular Meeting Dec. 1 1898

Philadelphia Dec. 1 1898.

The Regular Monthly meeting of the Committee on Instruction was held at the School Building, Broad and Pine Sts. at half past three o'clock P. M. today.

Quorum. Present. Mr. Jenks, Mr Dana, Mr Clothier, Mr. Furbush, Mrs. Hipple, Mrs Wister, and Miss Leach.

In the absence of Mr. Search, Mr. Jenks was called to the Chair.

Minutes & Report. The minutes of the last meeting were read and approved and the Principal's Report was read and accepted.

Communication. A Communication from President Search stating that he was unable to be present on account of a severe cold was presented by the Secretary.

Mr Dana's Report. Mr Dana for the Committee on Drawing and Painting reported that he had recently inspected the Classes and found the work generally satisfactory. He had however, some criticisms to make

regarding the work in the Elementary Antique Class the instructor of which (Mr Faber.) was not present at the time. He hoped to have an interview with Mr Faber soon and see that the faults he had noted were corrected.

Reports of Committees

Mr Jenks for the Committee on Cotton Manufacture
" Fairbush " " " " Woolen & Worsted "
Mrs. Hipple " " " " Illustration, and
Miss Leach " " " " Printed and Woven Fabrics
reported progress

Mrs. Wister for the Committee on Decoration reported that Director Stratton had recently been seriously ill and hoped that he might be given leave of absence for a period sufficiently extended to allow him to regain his health which was much impaired.

On Motion of Mr. Clothier, seconded by Mr. Dana, it was

Stratton's leave of absence

Resolved, that Mr. Stratton be granted leave of absence for three months or for such time as may be deemed necessary by Mrs. Wister and the Principal, his salary to be continued as usual during his absence.

Letters of Thanks

The Principal was instructed to send the usual letter of thanks to the benefactors of the school whose donations were mentioned in his report.

Bills - Approved.

On motion of Mr. Clothier, seconded by Mr. Furbush, the bills submitted by the Principal as part of his report were approved and ordered to be paid when signed by the Chairman of this Committee.

The meeting was then adjourned.

L. W. Miller
Secretary.

Regular Meeting Jan. 5 1899

Philadelphia Jan 5th 1899 -

The Regular Monthly meeting of the Committee on Instruction was held at the School Building Broad and Pine Sts at half past 3 o'clock P.M. today.

Present. Mr Search. Mrs Gillespie. Mr Dana. Mr Jenks. Mr Harding. Miss Crozer and Miss Leach.

The minutes of the last meeting were read and approved and the Principal's Report was read and accepted.

The following communications were received. From Mr Cuvrese, Mrs Hipple, Mrs Wister and Mr Clothier explaining their absence. From the Society of the Daughters of the American Revolution thanking the School for the invitation to visit it which was extended on the occasion of the meeting of the Society in Philadelphia Dec. 5th & 6th.

communications

Daughters of the American Revolution

Mr Dana for the Committee on Drawing and Painting reported progress

Mr Jenks for the Committee on Cotton Manufacture reported progress -

Reports of Sub-Committees

"Mr Harding for the Committee on Wool and Worsted Manufacture recommended that the Director of the Textile School be authorized to purchase the necessary belting, bobbins and cans for equipping the Worsted Department and requested that he confer in this matter with Mr Walter Erben of the firm of Erben, Harding and Co.

On motion of Mr Harding, Mr Frenel was authorized to make the above purchase

Shafting for Worsted Mach'y

A Report was received from Mr. Converse chairman of the Committee on Laboratories and Machinery recommending the acceptance of the bid of the Fairmount Machine Co to furnish the necessary shafting for the Worsted Machinery for the sum of $183.85

On motion of Mr. Harding, seconded by Mr. Jenks the recommendation was referred to the Executive Committee."

Working Reception

Mrs Gillespie offered on behalf of the Associate Committee of women to hold a Working Reception at the School

On motion of Mr Jenks, seconded by Mr. Harding the offer was accepted, the date of the reception to be decided on later.

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hanks

On motion of Mr Jenkes the Principal was instructed to send the usual letter of thanks to the persons and firms whose benefactions were noted in the Principals Report -

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pproved

On motion of Mr Jenkes, seconded by Mr Harding, the bills submitted by the Principal as part of his report were approved and ordered to be paid.

The Meeting was then adjourned

L. W. Miller
Secretary -

Regular Meeting Feb. 2nd 1899

Phila. Feb. 2nd 1899

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building Broad and Pine Sts at half past three o'clock P.M. today -

Quorum

Present. Mr Search. Mr Pepper. Mrs. Gillespie Mr. Wm. Wood. Mr. Dana. Mrs Hipple. Miss Leach. Mr Moulton. Mr. Clothier Dr. Lambdin and Mr. Harding -

The Minutes of the last meeting were read and approved and the Report of the Principal was read and accepted.

A Communication explaining her absence on account of illness was received from Miss Crozer.

Reports of Sub-Committees.

Mr. Dana for the Committee on Drawing and Painting reported progress. he especially commended the work of the Class in Illustration which he had lately inspected -

Dr. Lambdin for the Committee on Modelling and Ceramics, reported progress. as did Mr. Clothier, the other member of this Committee who had recently inspected the work of this department.

Mr Wood for the Committee on Cotton Manufacture,
Mrs Hipple " " " " Illustration
Miss Leach " " " " Printed and Woven Fabrics
reported progress. Miss Leach also reporting

that her Committee had secured a collection of samples for both the Art and Textile Schools as gifts from dealers in Philadelphia —

Mr Harding for the Committee on Woolen and Worsted Manufacture reported the installation of the new Worsted Machinery and the arrangements which had been made to provide for the incidental expenses of this installation without expense to the School.

Mrs Gillespie reported progress in connection with the proposed reception by the Associate Committee the date of which had been fixed.

The reception was to be held on Feb. 24th.

Mr Pepper for the Committee on Collections and Equipment reported progress and hoped to have a detailed report of important donations to make at the next meeting.

The Chairman reported the very satisfactory manner in which the passageway connecting the two wings of the building had been constructed by the contractor Mr Lewis Havens to whom the contract was awarded by the Executive Committee at the December meeting.

The proposal for improving the ventilation of the Laboratories and Dye House which was contained in the Principal's Report was

on motion of Mr. Wood, seconded by Mr Clothier referred to the Committee on Laboratories and Machinery with power to act.

Proposed Lectures.

A recommendation by the Principal that a course of lectures on Cash and Decorative be provided for if possible. was referred by the chairman to a special committee consisting of Mr Dana and Mrs. Hipple.

Principal's recommendation regarding Architectural Class

A recommendation in the Principal's Report that Mr. John Molitor be appointed assistant in the evening class in Architectural Drawing raised a question in Mr Dana's mind regarding the wisdom of any efforts in the direction of developing this branch of instruction in the school, on which subject he hoped the advice of some architects of good standing would be sought and followed.

On motion of Mr. Wood, seconded by Mr. Clothier the recommendations of the principal that Mr. John Molitor be employed as assistant instructor in the Architectural Class and that Mr. Richard B. Doughty be employed as instructor in Mechanical Drawing in the Textile School, as well as the question of continuing and developing on such lines as are already established, the work of the Class in Architectural Drawing and Design, were referred

the Committee on Drawing and Painting, of which Mr. Dana is Chairman.

On motion of Mr. Wood, seconded by Mr. Dana the Principal was directed to send the usual letter of thanks to those whose donations were mentioned in the Principals Report.

tters of hanks

* On motion of Mr. Wood, seconded by Mr Dana it was ordered that the bills submitted by the Principal as part of his report be approved and ordered to be paid.

ills pproved

The meeting was then adjourned

L. W. Miller
Secretary —

* The Chairman announced the appointments of the following Sub-Committees for the year 1899

Drawing & Painting Mr Dana and Mr Stuart Wood
Modelling & Ceramics " Lambdin " " Clothier
Collections & Equipment " Pepper " " Moulton
Cotton Manufacture " Jenks " " Wm. Wood
Woolen & Worsted Manufr " Harding " " Furbush
Laboratories & Machinery " Converse " " Rossmassler
Illustration Mrs. Hipple and Miss Crozer
Decoration " Wister " " Murphy
Printed & Woven Fabrics Miss Leach " Mrs Pinnott

Regular Meeting March 2nd. 1899

Philadelphia March 2nd 1899.

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building, Broad and Pine Sts at half past three o'clock P.M. today.

Present Mr. Search. Mr. Pepper. Mrs Gillespie. Mr. Wm. Wood. Mr Dana. Dr. Lambdin and Mr. Furbush.

The minutes of the last meeting were read and approved, and the Principal's Report was read and accepted.

Communications

The following communications were received.
From Miss Murphy, Miss Leach, and Miss Crozer explaining their absence.
From Miss F. C. Fitherston tendering her resignation as instructor in Applied Design.
The resignation was accepted to take effect on March 31st.

Reports of Committees

Mr. Dana for the Committee on Drawing and Painting reported progress.

Dr. Lambdin for the Committee on Modelling and Ceramics called attention to some rather encouraging results that had attended the experiments that had been carried on by Mr. Lachenmeyer

and his assistant Mr. Sukuff in connection with pottery bodies and glazes. These experiments had been carried on under a good many difficulties and with very little expense, and it was recognized that if much was to be accomplished in this way it would be necessary to make some little effort involving some outlay. He desired an expression of opinion from the committee regarding the desirableness of continuing these experiments.

On motion of Mr Dana the subject was referred back to the Committee on Modelling and Ceramics which committee was given power to add to its membership such advisory members as may be deemed desirable

Mr. Pfeffer for the Committee on Collections and Equipment reported progress in the matter of the expected bequest from the late Mrs. Bloomfield Moore.

Mr. Wood for the Committee on Cotton Manufacture reported progress.

Mr Furbush for the Committee on Woolen and Worsted Manufacture reported progress.

A report authorizing the improvements in ventilating the Laboratories and Dye House as recommended in the Principal's Report for February, at an

expense not exceeding $125.00 was received from Mr Converse, Chairman of the Committee on Laboratories and Machin

Mrs. Gillespie for the Associate Committee of Women reported ~~that~~ as the result of the Working Reception held on February 24th, subscriptions amounting about $2400 had been received.

Mr Dana's Report on Class in Architectural Drawing

Mr Dana to whom the matter of investigating of the Class in Architectural Drawing, including the engagement of Mr Mockler and Mr. Doughty was referred at the February meeting, reported that he had called in consultation the following well known architects Mr. Frank Miles Day, Mr Wilson Eyre Jr., Mr Walter Cope and Mr Edgar V. Seeler who had discussed the course with the instructors and had examined the students work and had all expressed warm approval of the course as at present conducted which they said compared very favorably with any work of the kind that was now being done in Philadelphia. Mr. Dana also approved of the engagement of the two instructors mentioned above on the terms named by the Principal namely $3.00 a lesson for a course of twelve lessons by Mr. Doughty and $2.50 an evening for the remainder

of the term of the Evening Class - June February 1st.

Lectures

The Committee on Lectures submitted a written report to the effect that a course of nine lectures to be on Monday evenings beginning March 6th had been arranged the expense of which probably about $100 - it was hoped would be more than covered by the sale of tickets 25 complimentary tickets had been sent to each of the following schools.

Academy of Fine Arts
Drexel Institute
Spring Garden Institute
School of Design for Women
Sch. of Architecture. University of Penna.

On motion of Mr Wood the report of the Committee was accepted and its action approved.

On motion of Mr Pepper, seconded by Mr Furbush it was ordered that the salary of the Registrar Miss Brock be increased to $50.00 a month.

Telephone

On motion of Mr Wood, seconded by Mr Furbush the matter of installing a Telephone System as proposed by the Principal in his report was referred to the Committee on Laboratories and Machinery with power to act.

On motion of Mr Wood, seconded by Mr Fulbush, it was to

Bills

Ordered, that the bills submitted by the Principal as part of his report be approved and paid.

Letter of Thanks

The Principal was instructed to send the usual letter of thanks to those whose donations were mentioned in his report.

The meeting was then adjourned

L. A. Miller
Secretary.

Regular Meeting April 6 1899.

Philadelphia April 6 1899 -

The Regular monthly meeting of the Committee on Instruction was held at the School Building. Broad and Pine Sts at half past three o'clock P. M. today -

Present - Mr. Pepper. Mrs Gillespie. Miss Leach. Mrs. Hipple. Mr Dana, Miss Murphy, Mrs. Wister. and Mr. Furbush -

In the absence of Mr Search. Mr Pepper was called to the Chair.

The minutes of the last meeting were read and approved and the Principal's Report was read and accepted.

On motion of Mrs Gillespie the recommendation in the Principal's Report regarding the engagement of Miss Baldwin in place of Miss Fethuston resigned was approved. The Principal was instructed to send the usual letter of thanks to those whose benefactions were noted in his report.

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hanks

Whiting Fee Refunded $75.00

On motion of Mrs Wister the Principal was authorized to refund $75.00 to Mr. Paul J. Whiting on account of his tuition fee that was paid in advance as Mr Whiting had been obliged to leave school Jan. 1st.

Communications explaining their absence were received from Mr. Search. Mr. Clothier, and Mr. Moulton.

The following reports from Sub-Committees were presented.

From Mr Dana for the Committee on Drawing and Painting
Satisfactory Progress
" Mrs Hipple " " " " Illustration - Progress
" " Wister " " " " Decoration "
" Miss Leach " " " " Printed and Woven Fabr
Progress
" Mr. Converse " " " " Laboratories and Machinery submitted by the Principal deciding in favor of the Penn Telephone Company in the competition for equipping the building.
" Mr Pepper for the Committee on Collections and Equipment to the effect that Mrs Bloomfield Moore had failed to make any bequests to the institution in her last will.

On motion of Mr Dana it was
Ordered that the bills submitted by
the Principal as part of his
report be approved and paid

The meeting was then
adjourned.

L. Mullen
Secretary

Regular Meeting May 4 1899.

Philadelphia May 4 1899 -

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building. Broad and Pine Sts at half past three o'clock P. M. today.

Present. Mr Pepper. Mrs Gillespie. Mr Dana. Mrs Hipple. Miss Leach. Mr. Clothier and Miss Crozer.

In the absence of Mr Leach. Mr Dana was called to the Chair.

The Minutes of the last meeting were read and approved, and the Principal's Report was read and accepted.

Letter of Thanks

The recommendations in the Principal's Report regarding the sending of the usual Letter of Thanks, as well as ~~the~~ arrangements made by him in connection with the Commencement Exercises, were, on motion, approved.

Enlargement of Laboratories

The recommendation in the report of Director Prince of the Textile School that the Chemical Laboratories might be enlarged by the removal of certain looms which now occupy an adjoining room, to the basement was referred to the Committee on Laboratories and Machine

Communications

Communications explaining their absence were received from Dr. Lambelin and Mr. Converse.

Reports of Committees

Mr Dana for the Com. on Drawing & Painting reported progress.
" Clothier " " " " Modelling & Ceramics " "
Mrs Hipple " " " " Illustration " "
Mr. Pepper presented a written report from Mrs Webster chairman of the Committee on Decoration giving a detailed account of work accomplished during the past few months

Bills Approved

On motion of Mrs Gillespie, seconded by Mr. Clothier the bills submitted by the Principal as part of his report were approved and ordered the paid

The meeting was then adjourned

L. U. Mullen
Secretary.

Regular Meeting June 5th 1899

Philadelphia June 5th 1899

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building, Broad and Pine Sts at half past three o'clock P.M. today, having been postponed from last Thursday by the chairman who was unable to be present at that time.

Present. Mrs Search, Mrs Gillespie, Dr. Lambdin Mrs Wister, Mrs Hipple, Miss Leech and Mr Furbush

Minutes — The Minutes of the last meeting were read and approved and the Report of the Principal was read and accepted.

Report.

The following communications were presented

Communicating — From Mr. Pepper and Mr Clothier explaining their absence.

From Director Wilson of the Philadelphia Commercial Museum asking whether the School would make an exhibit at the Exposition of American Manufactures to be held next Autumn.

Exposition.

On motion of Mrs Gillespie, Seconded by Mrs. Wister it was

Resolved that it is inexpedient to make

such an exhibit, and that the Secretary be instructed to write to Director Wilson to that effect.

Lochemeyer — From Mr Lochemeyer requesting an increase of his salary. Referred later to a Special Committee to consider whole question of engagement of teachers.

Miss Fetherston — From Miss Florence C. Fetherston who resigned as Instructor April 1st. regarding a claim which she had presented for a proportionate share of the salary which she would have received during the Summer vacation had she not severed her connection with the School.

On motion of Dr. Lambdin, seconded by Miss Leach the communication was ordered to lie on the table.

Prof. Grillon — From Prof. Grillon containing a proposal for making his salary a fixed sum instead of being dependent upon the number of students enrolled in the classes in Modern Languages. On motion of Dr. Lambdin, seconded by Mrs Hipple the Principal was authorized to pay Prof. Grillon a salary of $650.— for conducting the Department of Modern Languages —

Reports of Committees

Mrs Wister for the Committee on Decoration reported progress –

Miss Leach for the Committee on Printed and Woven Fabrics reported a visit of two of the teachers to New York to visit the Art Schools. Mrs Sinnott having generously borne the expense of the trip.

Re-engagement of Teachers.

The question of re-engaging the teachers for the ensuing year and the whole subject of school expenses having been discussed at considerable length, the matter of re-engaging teachers and of fixing salaries was, on motion of Dr Lambelin, seconded by Miss Leach, referred to a Special Committee consisting of the President and the Principal, to report to a Special Meeting of this Committee to be called some time during the current month.

Bills Approved

On motion of Dr. Lambelin, seconded by Mr. Fairbank the bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned

L. A. Miller
Secretary

Special Meeting June 16 1899.

Phila. June 16 1899.

A Special Meeting of the Committee on Instruction was held at the School Building, Broad and Pine Sts at half pas three o'clock P.M. today.

Present Mr Peach. Mrs Gillespie. Mrs. Hipple Mr Jones. Miss Leach and Mr. Furbush.

Communications explaining their absence were received from Messrs. Lambdin, Clothier & Worthington.

The Secretary stated that the business for which the meeting was called was the re-engagement of teachers for the ensuing year and the discussion of financial condition of the School.

The Report of the Advisory Committee on the different Departments of the Art School as represented in the Annual Exhibition, was presented and read.

The President as chairman of the Special Committee appointed at the last meeting presented the following list of teachers and employes and the salaries at which it was proposed to engage them. and on motion of Mr Jones seconded by Mr. Furbush the recommendations of the report were approved and the engagements made.

Teachers and Employés Engaged for the School year 1899-1900 —

Administration -

L. A. Miller - Principal, Salary		3,600 —
L. J. C. Boeck Registrar -		600 —
Anna T. Joyce. Librarian		420 —

Care of Building

Samuel Thompson Jr. - Superintendent		1,200 -
Thos. R. Ridington	Engineer	900 —
Norman E. Whitehead	Asst "	720 —
Evan Rambo	Fireman	600 —

School of Applied Art -

Howard F. Strattin	Director	1,800 -
Herman Deigendesch	Prof of Drawing	800 —
" "	" Sculpture	1,000 — 600 reduce
Ludwig E. Faber	Instr in Drawing	400 —
Margarette Lippincott	" " W.C. Pty	400 —
Frances L. Farrand	" " Drawing	720 -
Jos. F. Copeland	" " "	300 -
Helen A Fox	" "	720 -
E. M. Hallowell		300 —
Jas P. Jennison	" Architectural Des.	200 —
John Molitor	" " Drawing	125 —
Isabel Bradley	"	120 -
Mrs F. D. Sweeney	Design	240 - 130
		216
Herman Lemean	Janitor	480
		480

The list for the Textile School as well as the vacancies in the foregoing list were referred to the President and Principal with power to act -

The President also submitted a form of appeal for subscriptions for the support of the School for the next two years which was on motion of Mrs Gillespie, seconded by Mrs Fairbrish, approved and the President instructed to have it printed as heading in a quantity of books to be used by officers of the institution in soliciting subscriptions -

The meeting was then adjourned

L. A. Miller
Principal -

Regular Meeting October 1899

Philad. Oct. 5th 1899

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building, Broad and Pine Sts. at half past three o'clock P.M. today.

Present Mr. Leach, Mrs Gillespie Mr Jenks. Mr. Lambelin and Mr. Clothier

Minutes

The Minutes of the last two meetings (in June) were read and approved, and the Principal's Report was read and accepted.

Communications

The following communications were presented.
From Mr Pepper explaining his absence
" " Converse " " "
" " Fulbrook " " "
" Mrs Wister " her "
" Miss Leach " " "

A letter from Miss Florence C. Fetherston addressed to Mr Pepper, regarding her claim presented at the June meeting was also read

On motion of Mr Jenks seconded by Mrs. Gillespie it was unanimously

Resolved that this Committee re-affirms the position assumed at the meeting of June 5th. regarding Miss Fetherston's

claim. to the effect that no salary is due her under the terms of her agreement. and that the Secretary is instructed to communicate this decision to her.

The Secy was instructed to send the usual letter of thanks to those whose benefactions were mentioned in his report.

On motion of Dr Lambdin Mr Loshemeyer's resignation as Professor of Sculpture was accepted and the Principal was authorized to offer to contribute $250.00 in the name of this Committee toward the expense of his foreign trip as a token of the Committee's appreciation of his faithful service in the School.

On motion of Mr Jenks, seconded by Dr. Lambdin the bills submitted by the Principal as part of his report, were approved and ordered to be paid.

The Meeting was then adjourned

L. U. Miller
Secretary.

Regular Meeting Nov. 2 1899

Phila. Nov 2 1899

The Regular Monthly Meeting of the Committee was held at the School Building. Broad and Pine Sts at half past three o'clock P. M. today.

Quorum

Present. Mr Pepper. Mrs Gillespie. Mr Jenks. Mrs. Hipple Mrs Pimott. Mrs Wister. Miss Leach. Mr. Moulton and Mr Dana.

In the absence of Mr Leach. Mr Pepper was called to the chair.

Minutes

The Minutes of the October Meeting were read and approved and the Principal's Report was read and accepted.

Communications.

The following communications were received
From Miss Crozer and Mr Converse explaining their absence.
From Miss Fetherston acknowledging receipt of the decision of the Committee at the last meeting and of the gift of a sum of money equal to the claim presented by her.
From Mr Lachenmeyer thanking the Committee for its generous offer and accepting the same.

Reports of Committees

Mr. Peffer for the Committee on Collections and Equipment reported progress in the matter of several collections which he hoped to acquire.

Mrs Gillespie here mentioned the very beautiful collection of Rookwood Ware which had been prepared for the Paris Exposition of 1900. it was, on motion of Mr Jenkes,

Resolved that Mrs Gillespie be authorized to ascertain whether it would be possible to have the Rookwood Collection exhibited here before being sent to Paris. and which would be the probable expense of such exhibition.

Mrs. Wister reported progress for the Committee on Decoration

Miss Leach " " " " " on Printed and Woven Fabrics.

The subject of the advisability of purchasing designs from students of the Art School and having them carried out in the Textile School was also presented by Miss Leach and informally discussed

On motion of Mrs Gillespie, seconded by Mr. Jenkes the following resolution was adopted -

Letter of thanks

Resolved that acceptance of the Principal's Report shall be regarded as carrying with it instructions for sending the usual letter of thanks to the persons or firms whose

benefactions to the School are noted in that report.

Fritz and La Rue.

Mrs Hipple reported cordial invitation from Fritz and La Rue for students to visit their establishment.

Crawford's Picture

Miss Leach having mentioned a beautiful picture by a former pupil of the School Mr. Earl Stetson Crawford which was shown in the last Salon in Paris. it was on motion of Mrs Hipple

Resolved that Miss Leach be requested to ascertain whether the owner of the picture would allow it to be exhibited at the School.

Hamblin's engagement.

The Principal's action in engaging Mr. John Hamblin as Instructor in the Brookbinding Class for the current School year until May 1st 1900 at a salary of $12.00 a week was on motion approved

Bills

On motion of Mr. Moulton. seconded by Mr. Jenkins the bills submitted by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned

L. A. Miller
Secretary —

Regular Meeting Dec. 7. 1899.

Philadelphia Dec. 7. 1899

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building, Broad and Pine Sts at half past three o'clock P.M. today.

Present. Mr Leach. Mrs Gillespie. Mr Wm. Wood Mr Dana. Mrs Hipple. Miss Leach Mr Clothier. Mr Harding. Mr Jenks and Mr Furbush.

Minutes

The Minutes of the last meeting were read and approved, and the Principal's Report was read and accepted.

Kite's Tuition returned.

On motion of Mr Wood, seconded by Mr Dana, the Principal was instructed to return to Mr Howard C. Kite fifty dollars ($50.00) of the amount paid by him on account of his tuition fee at the beginning of the current School year.

Taylor's engagement confirmed

On motion of Mr Wood seconded by Mr. Harding the Principal's action in engaging Mr Taylor in place of Mr Roebuck, resigned, was approved and the appointment confirmed.

Scott's Resignation

On motion of Mr Wood, seconded by Mr. Clothier the resignation of Mr Scott was accepted and the matter of filling the vacancy was referred to the Chairman of the Committee on Wool Manufacture (Mr. Harding); the Principal and the Director of the Textile School, with power to act.

Worsted - Machinery - Ordered

Mr Harding for the Committee on Wool Manufacture reported that the machinery ordered abroad had arrived and that a twister had been ordered from the M. A. Furbush Company.

Funds for the payment of the machinery actually set up, or to be installed were in his hands already. He also reported that he could now see his way to making arrangements for keeping the Worsted Machinery in operation by spinning on Commission

Basis for Operating Spinning Machinery

On motion of Mr Wood, seconded by Mr. Clothier, the matter of making such a business arrangement as that contemplated in Mr Harding's report was left with the Committee on Wool Manufacture, with power to act.

Mrs Hipple for the Committee on Illustration reported satisfactory progress -

Miss Leach for the Committee on Printed and Woven Fabrics presented a

cution of signs

written report recommending that steps be taken for having executed in the Textile School designs produced in the Art School that were approved by the Committee.

The Report was accepted and the proposition having reference to the execution of designs was referred to a Committee consisting of the Chairman of the above Committee, the Principal and the Director of the Textile School with power to act.

Mrs Gillespie reported in regard to the proposed exhibition of Rookwood Ware by reading a letter from the manager of that establishment offering to send a collection of that ware for such a purpose.

hibition of Rookwood ware proposed

On motion of Mr Harding, seconded by Mr Fenbush the matter of arranging an Exhibition of Rookwood Ware here at the School was referred to the Associate Committee with power to act.

Mrs. Gillespie also reported the result of a conference between the members of the Associate Committee and the students of the Textile School regarding the proposed establishment of a Club House for the use of the students, and a committee of the students was introduced, at this point, and repeated

proposed students Club

the substance of what had been presented at the conference with the Associate Committee.

On motion of Mr Harding, seconded by Mr. Wood it was Resolved that this Committee cordially endorsed the proposal to establish a Club for the use students and desires that the Associate Committee should take the matter into consideration and submit to this Committee as soon as it is ready to do so, a definite recommendation regarding such an establishment.

Proposal to establish Students' Club - Approved

On motion of Mr Fenbush seconded by Mr Jenkes it was ordered that the bills presented by the Principal as part of his report be approved and ordered to be paid.

Bills.

The meeting was then adjourned

R. Uhniller
Secretary

Regular Meeting Jany. 4 - 1900 -

Philadelphia January 4 1900

The Regular Monthly meeting of the Committee on Instruction was held at the School Building. Broad and Pine Sts at half past three o'clock P.M. today

Present Messrs Wm. Wood Dana. Lambdin. Moulton Jenks. and Mesdames Gillespie. Hipple. Pinnott Leach and Crozer

Quorum

In the absence of Mr Search. Mr. Wood occupied the Chair.

The minutes of the last meeting were read and approved and the Principal's Report was read and accepted.

Minutes

Communications, explaining their absence, were received from Messrs Search and Converse and Mrs Wistar and one from Mr Rossmassler begging to be excused from serving on the Committee on account of his defective hearing.

Communicating.

A Communication was received from Mr Lincoln Ferguson who had registered in the Textile School Evening Class but had failed to attend, asking that a portion of the amount paid by him as tuition fee ($6.00) might be returned.

On motion of Mr Dana it was

Case of Mr. Ferguson

Resolved that no good reason exists for the return of any portion of the tuition fee paid by Mr Ferguson

Mr Dana for the Sub-Committee on Drawing and Painting reported satisfactory progress

Reports of Sub-Committees

Dr. Lambelin for the Committee on Modelling and Ceramics reported the arrangements made for opening the Class in China Decoration on Feb. 1st which had already been alluded to in the Principal's Report

Mr Jenkes for the Committee on Cotton Manufacture reported interviews with Mr Walter S Hapgood and with Mr Groves of the Argo Mills, looking to an arrangement for the Spinning of Cotton by the School somewhat similar to that recently reported in connection with the spinning of Worsted

Mrs Hipple for the Committee on Illustration and Miss Leach " " " " Printed and Woven Fabrics, reported progress.

Rookwood Exhibition

Mrs. Gillespie reported that the arrangements for exhibiting the Rookwood Pottery had been completed and that the exhibition would open with a Private View on Saturday the 6th inst. at 1 o'clock P.M. to remain open to the

public during the following week.

Miss Blanchard's Contribution.

Mrs. Gillespie, for the Associate Committee of Women reported that a member of that Committee, Miss Blanchard who had for some time been accustomed to contribute $1100.— a year toward the payment of the principal and interest of the mortgage debt of this institution, viz $1000— to the Principal and $100 to the interest had allowed, this amount to be applied, this year ~~and the following~~, to the fund for meeting the deficit in connection with current expenses. with the understanding that her name should not be published.

Resignations accepted

The resignations of Messrs Taylor and Molitor were accepted and the engagements of Messrs. Lockwood Pfeiffer and Beacall confirmed.

Bills Approved

On motion of Mr Jenkes, seconded by Mr. Moulton, the bills submitted by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned

L. W. Miller

Secretary —

Regular Meeting February 1 1900

Philadelphia Feb. 1 1900

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building, Broad and Pine Sts at half past three o'clock P.M. today

Quorum

Present Mr Leach. Mr. Pepper. Mrs Gillespie Mrs Hipple. Miss Leach. Mrs Wister Mr Wm Wood Mr Dana. Mr Jenks Mr Clothier and Mr Stuart Wood

Minutes

The Minutes of the last meeting were read and approved after being corrected by striking out that portion of Mrs. Gillespie's report regarding Miss Blanchard's contribution which related to next year.

Report of Principal

The Report of the Principal was read and accepted. The matter of the return of tuition fees to students to which attention had been called in the report was fully discussed and the three communications ~~mentioned~~ submitted by the Principal were read.

Case of Miss Baker

On motion of Mr Jenks. Seconded by Mr. Clothier the Principal was instructed to return to Miss Margaretta H. Baker thirty dollars ($30) of the amount paid by her in October last

and on motion of Mr. Stuart Wood, seconded by Mr. Dana it was

Case of Sprague and Schwarz

Resolved that the request of Mr. Colbert L. Sprague and of Mr Robert Schwarz be declined, as there seems ~~to be no~~ reason ~~which~~ in their case why the rule of the School should be departed from.

Reports of Sub-Committees

Mr. Dana for the Committee on Drawing & Painting reported the result of an inspection of the classes the work of which seemed to be ~~fairly~~ satisfactory considering the want of preparation in ~~this important branch~~ Drawing which characterizes our pupils and the want of appreciation of its importance which is unfortunately prevalent among students and parents alike here in America.

Mr. Clothier for the Committee on Modelling and Ceramics reported progress.

Mr. Pepper for the Committee on Collections and Equipment reported certain improvements at Memorial Hall which had been authorized by the Park Commission.

Mr. Jenks for the Committee on Cotton Manufacture reported progress.

Mrs Hipple for the Committee on Illustration reported satisfactory and encouraging progress and called attention to the results obtained in some recent competitions in

Design for Book-plates which were exhibited on the walls of the Committee Room

Mrs Wister for the Committee on Decoration reported some details regarding work in Interior Decoration which had recently been undertaken by students of this class.

Miss Leach for the Committee on Printed and Woven Fabrics reported progress and called attention to the work of students of the Textile School done in the Art School under Mr Stratton.

Committee on Publicity and Newspaper Notices

Mrs. Wister called attention to the need of more extended advertising of the School's work through notices in the newspapers and on Motion of Mrs Wister. Seconded by Mr. Pepper it was

Resolved that a Committee on Publicity and newspaper notices be appointed.

The Chair appointed Dr. A. C. Lambdin Chairman of this Committee with authority to name the other members

Bills Approved.

On motion of Mr. Pepper the bills submitted by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned

L. W. Miller
Secretary —

Regular Meeting March 1. 1900.

Philadelphia March 1 1900

The Regular Monthly meeting of the Committee on Instruction was held at the School Building Broad and Pine Sts. at half past 3 o'clock P.M. today

Present Mr Search. Mr Pepper. Mrs Gillespie Mrs Hipple. Mrs John Wister. Mr Dana Mr Wm Wood and Mr Jenks.

Minutes

The Minutes of the last meeting were read and approved and the Principal's Report was read and accepted

Emergency Fund.

Mrs Gillespie reported that rather more than ~~two~~ thousand dollars had been received by members of the Associate Committee for the Emergency Fund for which an appeal had recently been made. and the Principal reported subscriptions for the same fund which had been made, or reported, to him amounting to nineteen hundred dollars.

Mrs Gillespie further reported that a

Auxiliary Committee proposed

meeting for the organization of an Auxiliary Committee of young people to aid in the work of soliciting financial support for the School had been held today and she hoped that much good might be accomplished in that way.

Thanks for Proposed Auxiliary Committee

On motion of Mr Jenkes seconded by Mr. Pepper it was

Resolved that the action of the Associate Committee in organizing the Auxiliary Committee be approved and the thanks of this Committee be extended to the ladies for their efforts in this direction.

Report on Proposed Club.

Mrs. Hipple, in accordance with the request made by this Committee at the meeting of December 7th 1899 presented a report regarding the result of further consideration of the proposed Students' Club.

The Report recommended that the basement of the South wing of the Broad Street front of the School Building be devoted to the uses of a Club Room for the male students of the entire School. The principal expenses of conducting such a Club would be

the employment of a caretaker.
The Report was accepted.

Director Prence in consultation

Director Prence of the Textile School having been called in, made a statement regarding the claims presented by Messrs. Schwarz, Sprague and McCafferty for the return of a portion of their tuition fees.

Cases of Schwarz, Sprague and McCafferty

On motion of Mr Wood seconded by Mr. Jenkes the Principal was instructed to reply to Mr Schwarz and Mr Sprague that the decision reached by this Committee at the February meeting was final.
Action on Mr McCafferty's case was deferred until the April meeting.
(At Mr Woods request made to the Principal on the following day the answer to Schwarz and Sprague was withheld until further instructions should be given by the Committee.)

Addition to School Circular avoiding return of fees.

On motion of Mr Wood, seconded by Mr. Jenkes the Principal was instructed to modify the paragraph in the School Circular for next year, in such a way as to make "serious illness" the only reason for the return by this Committee of fees paid by students.

Bills Approved.

On motion of Mr. Jenks the bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned

L. W. Miller
Secretary.

REGULAR MEETING, APRIL 5, 1900.

Philadelphia, April 5, 1900.

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets at half past three o'clock P. M. today.

Present, Mr. Pepper, Mr. Dana, Mr. Harding, Mr. Jenks Mrs. Gillespie, and Miss Leach.

In the absence of Mr. Search, Mr. Pepper occupied the Chair, and Miss Porter acted as Secretary.

The minutes of the last meeting were read and approved, and the Principal's report was read and accepted.

A communication was received from Mr. L. W. Miller, explaining his absence as caused by illness.

A communication was received from Mr. J. W. Leezer, a student of the Art School, asking for the return of a portion of the tuition fee paid by him at the beginning of the school year. It was on motion

RESOLVED, that all cases of students' fees be referred to the President and Principal for action, with power to act.

On motion of Mrs. Gillespie, seconded by Mr. Harding, it was

RESOLVED, that the question of dividing the payment of tuition into two semi-annual payments be considered.

A discussion of the subject showed it to be the sense of the meeting that by such a change, the trouble of students' fees would be avoided.

Mr. Dana, for the Committee on Drawing and Painting, reported progress, with nothing special to report further than

that. The amount of time given to Drawing is insufficient to make as much progress as ought to be made, the importance of the subject not being apparently fully appreciated by the students.

Mr. Pepper, for the Committee on Collections and Equipment, reported the receipt of a number of interesting objects for the collections at Memorial Hall

Mr. Jenks, for the Committee on Cotton Manufacture, reported progress.

Mr. Harding, for the Committee on Worsted Manufacture reported that the school had tried the experiment of doing the work we could get to do at the prices other people pay. Mr. France has kept account of all expenses, and in three months has made three thousand, (3,000) pounds of yarn, and has in bank, after all expenses have been paid, $160.00.The machinery is kept running all the time in the hands of two girls for forty-eight consecutive hours per week. One customer has taken all the product.

A similar experiment in the Woolen Department, conducted for five months, shows a balance in bank of $200.00. It has been shown that the plan is successful, and it is more advantageous to the student generally to keep the machinery running continuously,and to make something for practical purposes. Mr. Harding also submitted a written report, giving details of above transaction. On motion of Mr. Pepper, it was

RESOLVED, that this matter be referred to our counsel by Mr. Search, as Chairman of the Committee, and that Mr. Harding be invited to explain the matter to them.

Miss Leach, for the Committee on Printed and Woven Fabrics, reported that the class of twenty-four young men in

the Textile School was doing wonderful work, having three hours once a week. She showed a design for a table cloth, in yellow and white. ~~Their problem is to get colors that will wash.~~

Mrs. Gillespie reported that $3362.00 had been received by her for the Special Fund, and is in the Girard National Bank ready to be turned over to the Treasurer at any time.

Mr. Pepper reported that he had turned over $400.00 to the Treasurer for this fund. It was on motion

RESOLVED, that the usual letter of thanks be sent to the lecturers mentioned in the Principal's report.

"Miss Leach, for Mrs. Hipple's Committee, stated that the Committee hoped to raise $300.00 by contributions for fitting up the Students' Club Room. Mrs. Hipple purposes to give a Bohemian Evening to raise money for this purpose."

On motion of Mrs. Gillespie, seconded by Mr. Dana, the bills submitted by the Principal as part of his report were approved, and ordered to be paid, when signed by the Chairman of this meeting.

The meeting was then adjourned

~~L. Mueller~~

Georgia Porter, Secretary protem.

MINUTES OF MEETING OF THE COMMITTEE ON INSTRUCTION MAY 3,1900

Philadelphia, May 3, 1900.

The Regular Monthly Meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets at half past 3 o'clock P. M. Today.

Present, Mr. Search, Mrs. Gillespie, Mr. Wm. Wood, Mr. Jenks, Mrs. Hipple, Miss Leach, Mr. Dana, Mrs. Wister, Mrs. Dallam, and Mr. Furbush.

The minutes of the last meeting were read and approved and the Principal's report was read and accepted.

Communications, explaining their absence, were received from Mr. Clothier and Dr. Lambdin; from Mr. Roberts of the Textile School, tendering his resignation, which was accepted, and from Mr. Frederick Havens, estimating the cost of the passage-way, the construction of which was recommended in the Principal's report, as approximately $1500.00.

The Special Committee of the Students' Club Room presented the following report:-

Mr. Theodore C. Search, President,

Dear Sir,

The sub-committee appointed, to take charge of the equipment of a suitable club room for the male students of the institution, beg to formally report what is generally known, that the inauguration of the club room took place on Tuesday evening last, amid much enthusiasm of the students, male and female.

The work of the committee has been made one of pleasure by the generous response and hearty co-operation evinced by the

individual members of the Board of Trustees and the Associate Committee of Women, and by the various firms employed in the necessary alteration and furnishing. The students,too, have shown their keen appreciation of the efforts of the ladies and gentlemen on their behalf, and have contributed very materially to the cause through the subscription to invitations, and entirely arranged and carried out the musical program of the evening.

When so much generosity has been displayed, it is perhaps invidious to mention individual benefactions, but as several seem to merit special action by the Instruction Committee, it cannot well be avoided, and we therefore desire to report the following outside donors and to ask that the usual letter of thanks be tendered them:-

Mrs. Wm. Warren Gibbs, 1733 Walnut St.,- a pool table.

Mr. Frank Clyde, 1908 Walnut St.,- a check which was exexpended in furniture.

The Welsbach Commercial Light Co.- large discount on six lights presented.

The Chapman Decorative Co.,- window shades.

Mr. G. Gerald Evans,- a large wicker chair and his personal assistance through which the furniture was purchased at wholesale rates.

The gift of the pool table was especially timely, as it is expected that the income derived therefrom will largely, if not entirely, meet the expenses of the necessary custodian of the club room.

We also desire to report an unusually handsome donation from Mr. Rossmassler, one of our trustees, and to express our thanks to Mr. Thompson for his great aid in the furtherance of

the project, to Mr. Heath of the Thackara Company, and to Mr. Moulton and Mrs. Sinnott for an additional donation of flowers for Tuesday evening.

The Committee has received contributions of money, including that previously mentioned of the school, $478.00, and have expended $350.07 which when the remaining bills are paid, according to estimates rendered, will leave a balance on hand of eighteen cents. The Committee is, of course, aware that the room is not fully equipped, but their intention was to proceed only so far as funds in hand would permit.

Respectfully submitted,

Sarah Levis Hipple,

Mr. Atherton Leach Secy

Chairman.

On motion of Mr. Wood, the report was accepted, and the thanks of this committee tendered to the above committee for the efficient service rendered in connection with this movement. The committee was continued with the understanding that they would in consultation with the students, formulate such rules for the government of the club room as might be deemed necessary and submit them at a special meeting of this committee, which will be called for this purpose at an early date."

The Principal's action in engaging Horticultural Hall and inviting Mr. Andrews to deliver an address at the Commencement Exercises, was on motion approved.

On motion of Mr. Jenks it was

RESOLVED, that a resolution expressing the appreciation of the Committee of Mr. Roberts for faithful service, be prepared and submitted at the next meeting.

On motion of Mr. Dana, the Principal was requested to confer with Mr. Frank Miles Day and ask his advice regarding the construction of such passageways as that which he had explained the need of in the report submitted today.

On motion, the bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned.

L. W. Miller,

Secretary.

MINUTES MEETING OF COMMITTEE ON INSTRUCTION JUNE 7, 1900.

Philadelphia, June 7, 1900.

The Regular Monthly Meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets at half past 3 o'clock P. M. Thursday June 7th, 1900.

Present, Mr. Pepper, Mr. Clothier, Mr. Harding, Mr. Lambdin, Mrs. Hipple and Miss Beach.

In the absence of Mr. Search, Mr. Pepper was called to the chair.

The minutes of the last meeting were read and approved, and the Principal's report was read and accepted.

Communications, explaining their absence, were received from Mr. Jenks and Mr. Furbush; and Mr. Search personally explained his inability to attend as he was at the moment engaged in accompanying the members of the Executive Committee of the National Association of Manufacturers in a tour of inspection of the School.

The Principal's report was read and accepted, and the recommendations in the report regarding the awarding of scholarships as prizes and the payment of all obligations by students as a condition of receiving credentials and honors, were on motion approved.

The appointment of Mr. Edward T. Boggs as Instructor in Architectural Drawing and Design, which was recommended by the Principal, was made; and in accordance with a recommendation contained in the report of Mr. Stratton, the Principal was authorized to engage Mr. Charles T. Scott as an assistant in the elementary classes if his services were found to be necessary at the beginning of

the next school year.

Mr. Pepper, for the Committee on Collections and Equipment, reported the acquisition of several important additions to the collections at Memorial Hall and the death of William Lindsay, the efficient assistant to the Director, on Sunday, May 27th.

Mrs. Hipple, for the special Committee on the Students' Club Room, reported the successful conduct of the Club Room and the satisfactory working of the rules, which had been tentatively adopted by the Committee for the month ending to-day; showing that the receipts from the pool table had been sufficient to pay the wages, $8.00, a week to the custodian of the Room and to leave a balance on hand of $16.82, which balance had been increased by additional contributions so that the amount in her hands at this time is $23.59.

The work of the custodian had been very satisfactory and she recommends his re-engagement next year.

On motion of Mr. Clothier, seconded by Mr. Harding, it was

RESOLVED, that the Committee be continued and be given power to engage the custodian at their discretion.

The communication from Director France, which was submitted with the Principal's report and in which the emergency of the need of constructing a passageway for the use of students of the Textile School, as well as the list of necessary improvements to be made in the Chemistry and Dyeing Laboratories, was referred to the Executive Committee with a request that the Committee would carefully consider and if possible authorize improvements which were so much needed.

On motion, the bills presented by the Principal as part of his report, were approved and ordered to be paid.

The meeting was then adjourned.

L. W. Miller,

Secretary.

MINUTES MEETING COMMITTEE ON INSTRUCTION OCTOBER 4, 1900.

Philadelphia,October 4,1900.

The Regular Monthly Meeting of the Committee on Instruction was held at the School building,Broad & Pine Sts.,Thursday,October 4th at half past three o'clock P.M.

Present - Mr.Search,Mrs.Gillespie,Mr.William Wood,Mr.Jenks,Miss Leach, Mr.Elkins,Mr.Cliff.

The minutes of the last meeting were read and approved.

The Principal's report was read and accepted,and the recommendations regarding appointments to scholarships,engagement of teachers, regulations regarding the school athletics &c,were approved; and the appointments and rules mentioned in the report were confirmed.

The Principal's report having contained a reference to certain work in the basement which had been authorized by the Associate Committee of Women,and the Principal having explained that the expense of these improvements was to be borne by that Committee but without,however,stating the amount of expenditure,it was,on motion of Mr.Wood,seconded by Mr.Jenks,

RESOLVED, that all moneys expended in connection with the school,whatever the source from which they were received,and whatever the manner in which they were expended,should be reported to the Treasurer in order that they may be properly entered in his accounts.

The following communications were received,

from Mr.Pepper,Mr.Dana,and Mr.Clothier explaining their absence.

from Mr.William Wood enclosing one from Charles W.

Henry Esq regarding the recommendation by the Park Commission of an increased apprepriation for Memorial Hall by Councils.

Miss Leach for the Committee on Club Room reported that the Committee had been actively engaged with the improvements referred to in the Principal's Report,the expense of which will be about $400,but which cannot yet be definitely determined,as the work is still in progress.

Miss Leach also called attention to the probable need of an instructor in the Gymnasium.

On motion of Mrs.Gillespie,action on this matter was deferred until the next meeting.

On motion,the bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned.

L. Miller

Secretary.

MINUTES MEETING COMMITTEE ON INSTRUCTION,November 1st,1900.

Philadelphia,November 1st,1900.

The Regular Monthly Meeting of the Committee on Instruction was held at the School building,Broad and Pine Sts.,at half past three o'clock to-day.

Present,- Mr.Pepper,Mrs.Gillespie,Mr.William Wood,Mr.Jenks,Mr.Dana,Mrs. Dallam,Mrs.Hipple,Mr.Furbush,Mr.Clothier.

In the absence of the President,Mr.Wood was called to the Chair.

The minutes of the last meeting were read and approved.

The Principal's Report was read,and the recommendations contained therein were,on motion,approved.

Communications were received form the following,explaining their absence: Mr.Elkins,Mr.Cliff,Miss Leach

Mr.Pepper,for the Committee on Collections and Equipment,reported progress,and announced that several valuable gifts have been made to the Institution,of which a list will be presented to the Committee at the next meeting.

Mrs.Hipple,for the Committee on Club Room reported that the Refreshment Room has been completed,the bills,however,are not yet all in, and recommended the removal of the Shower Bath to the present Paint Shop.

The report was accepted,the recommendations contained therein approved, and the changes authorized.

Mrs.Gillespie as Trustee of the money collected by means of the Special Appeal which was made last Spring reported that in addition to the amount handed to the Treasurer (upwards of $3000.00) she had lately received $45.00 which was held subject to the call of the Trustees.

The report was accepted.

The bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned.

L. Cruller

Secretary.

MINUTES MEETING COMMITTEE ON INSTRUCTION, December 6, 1900.

Philadelphia, December 6, 1900.

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building, Broad & Pine Sts., at half past three o' clock to-day.

Present,- Mr. Wm. Wood, Mrs. Gillespie, Mr. Jenks, Mrs. Hipple, Mr. Dana, Mrs. Sinnott, Mr. Furbush, Mrs. John Wister, Miss Leach, and Mr. Search, who came late, the meeting having been already organized and Mr. Wood called to the Chair.

The minutes of the last meeting were read and approved.

The Principal's report was read and accepted, and the Principal's action in refunding to Stanley Rosenthal the amount paid for tuition in the Textile School, less the fee for two months, was approved.

A communication was received from Mr. Clothier, explaining his absence from the meeting.

Mrs. Gillespie reported that she had invited Mrs. Whitman of Boston to lecture before the Art School, and that Mrs. Whitman had accepted the invitation.

Mrs. Gillespie's action was, on motion, approved, and the Principal was instructed to communicate with Mrs. Whitman to arrange a date for the lecture, and to arrange any other necessary details.

Mr. Dana for the Committee on Drawing and painting reported that he had found the Drawing in very satisfactory condition; the work in painting was less satisfactory, and he hoped that we could secure before long a competent successor to Miss Lippincott.

Mrs. Hipple, for the committee on Illustration reported satisfactory progress.

Miss Leach, for the committee on Printed and Woven fabrics, reported the

need of better lighting of the Designing room in the Textile School,and reported unsuccessful attempts to secure a lecture and an exhibit of textiles, from Mr.Denman Ross of Boston.

It was,on motion,

RESOLVED,-That a committee,consisting of Mr.Miller,Mr.France,and Mr. Thompson examine the matter of better lighting of the Designing room in the Textile School,the probable cost,&c.,and report at the next meeting.

Mr.Search,for the Committee on Wool Manufacture,reported satisfactory progress.

Mrs.Hipple,for the special committee on Students' Club,submitted the following report on the Students' Club Fund;-

June1,1900.	Balance on hand	$24.20
	Received from Contributions .	495.00
		$519.20
	Bills paid to date	400.09
	Balance on hand	119.00
		$519.20
Work contracted for,but bills not presented		$54.50
Contributions unpaid		40.00

Respectfully submitted,
(signed) Sarah L.Hipple. Chairman.

The Chairman read the classified report of expenses which was submitted as part of the Principal's report,and Mr.Search explained that the increase of about $400.00 over the expenses of the corresponding month last year was mostly accounted for by the increase in salaries paid to instructors,which he felt was fully justified,as the salaries were still extremely moderate;one of our instructors who receives $1500. a year,having,to his knowledge, recently received an offer of $5000 from a business firm.

The Bills presented by the Principal as part of his report were approved and ordered to be paid. Adjourned. L.W.Miller,Secretary.

MINUTES MEETING COMMITTEE ON INSTRUCTION, January 3, 1901.

Philadelphia, January 3, 1901.

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad and Pine Sts., at half past three o'clock to-day.

Present,- Mr. Search, Mr. William Wood, Mr. Jenks, Mr. Moulton, Mr. Clothier, Mrs. Hipple, Miss Leach, Mr. Cliff.

The minutes of the last meeting were read and approved.

The Principal's report was read and accepted.

On motion of Mr. Wood, the sale of the Creel recommended in Mr. France's report was referred to the Committee on Worsted Manufacture.

The following communications were received-

From Mr. Pepper, and from Mr. Converse, explaining their absence.

From George Wharton Pepper Esq, enclosing bill for professional services.

From Mrs. Gillespie, explaining her absence, and suggesting that a contribution of $1100.00 from Miss Blanchard be applied to the improvement of the Textile Designing Room.

From City Councils, enclosing a copy of the Bill making an appropriation to the School of $10,000.00 for 1901.

Mrs. Hipple, for the Committee on Students' Club Room reported that several additional contributions had been received, leaving a balance of $152.00 in hand after all bills for improvements, including the moving of the shower-bath, had been paid.

The report was, on motion, accepted.

On motion of Mr. Wood, seconded by Mr. Jenks, action on the proposed improvement to the building was postponed for the present, and the Committee continued.

The bills presented by the Principal as part of his report were approved and ordered to be paid.

The bill of George Wharton Pepper Esq. was referred to the Executive Committee.

The meeting was then adjourned.

L.W.Miller,

Secretary.

* Mrs. Gillespie requested, at the meeting of Feb. 7, that this record be made to read as follows:- $1100.- $100- of which was from Miss Blanchard and $1,000.- from "a friend".

MINUTES MEETING COMMITTEE ON INSTRUCTION. FEBRUARY 7,1901.

Philadelphia,February 7,1901.

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad and Pine Streets,at half past three o'clock to-day.

Present,Mrs.Gillespie,Mr.Clothier,Miss Leach,Mr.Dana,Mr.Jenks,Mrs.Dallam.

In the absence of the President,Mr.Dana occupiedthe Chair.

The minutes of the last meeting were read and approved.

The Principal's report was read and accepted.

On motion of Mrs.Gillespie,the recommendation in Mr.Stratton's report regarding the decoration of the Auditorium was referred to the Committee on Decoration.

The following communications were received;-

1. From Mr.Search,explaining his absence on account of illness.
2. From Dr.L.D.Mitchell,requesting that a portion of the tuition fee paid by Mrs.Mitchell be refunded,asshe was obliged to leave the School after attending about one month.

   On motion of Mr.Jenks it was ordered that one-half the fee of $30.00 paid by Mrs.Mitchell be refunded.
3. From Jones Wister Esq.expressing the wish that the amount received from his lecture be applied to the furnishing of the Gymnasium if agreeable to the Committee.

   On motion of Mr.Jenks,Mr.Wister's letter was referred to the Executive Committee,with the recommendation that the amount received from his lecture ($104.00) be expended by the Committee in charge of the Club Room for the benefit of the Gymnasium.

Mrs.Gillespie reported that fifty dollars had been received by her on account of subscriptions for 1901 to the New Century School Fund.

Mrs.Gillespie also reported that she would be glad to have a portion of the amount ($1100.00) which had been placed in her hands by a friend of thr School as reported at a former meeting,expended for the Improvement of the Textile Designing Room if this was in accordance with the judgment of the Executive Committee.

On motion of Mr.Jenks,the matter of improvement of the Textile Designing Room was referred to the Executive Committee,with the recommendation that the improvement be made in the manner recommended in the Principal's report.

Miss Leach called attention to the overcrowded and badly ventilated Chemical Laboratory,the matter of improving which was also referred to the Executive Committee.

Mr.Dana for the Committee on Drawing and Painting,reported satisfactory progress.

Mr.Clothier for the Committee on Modelling and Ceramics,reported satisfactory progress.

Mrs.Gillespie reported that as the result of further correspondence with Mrs.Whitman of Boston,that lady had accepted her invitation to lecture before the School,the lecture to be given on Thursday, March 28,in the afternoon.

Details of arrangement for this lecture,including a reception to Mrs. Whitman were referred to the Associate Committee of Women, and the Principal was instructed to write to Mrs.Whitman in the name of this Committee,expressing its grateful appreciation of the service which her lecture implies.

The bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned.

L.W.Miller,
Secretary.

[illegible] Laboratory Committee on Instruction, March 7, 1931.

[illegible], March 7th, 1931.

[illegible] Committee on Instruction was held at [illegible] at 4:45 P.M. [illegible] present [illegible].

[illegible]

[illegible] read and accepted.

[illegible]

[illegible]

[illegible] Laboratory.

[illegible]

[illegible]

[illegible]

[illegible] Next Annual Meeting, [illegible].

The following [illegible] were presented and read-

"

"

Mr. Charles Tomlinson,

"

"

"Gilmanton. Although [illegible], it is [illegible] [illegible]-

"[illegible] [illegible], [illegible]

"[illegible], [illegible]

"[illegible].

"

"

"

"

"

Yours truly,

[illegible].

MINUTES [illegible] COMMITTEE ON INSTRUCTION, APRIL [illegible]

[illegible], April [illegible]

[illegible]

MINUTES MEETING COMMITTEE ON INSTRUCTION, MAY 2, 1901.

Philadelphia, May 2, 1901

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad and Pine Streets at half past three o'clock to-day.

Present-Mr. Pepper, Mrs. Gillespie, Mrs. Hipple, Mr. Clothier, Mr. Jenks, Miss Leach.

In the absence of the President, Mr. Pepper occupied the Chair.

The minutes of the last meeting were read and approved.

The Principal's report was read and accepted.

A communication was received from Mr. Dana, explaining his absence.

Mr. Pepper for the Committee on Collections and Equipment reported that several cases presented by Mr. John T. Morris were in position at Memorial Hall. He also reported several additions to the collections.

Mrs. Hipple for the Committee on Illustration reported satisfactory progress.

Mrs. Gillespie reported that in addition to the gift of previously reported as having been received from ~~Miss Anna Blanchard~~ a friend she had received from Mrs. Wm. L. Elkins and from sundry subscriptions making a total of

	$1100.00
	100.00
	83.00
	$1283.00
She had expended for the improvements to the Textile Designing Room	175.00
Leaving a balance in her hands of	$1108.00

Mrs. Gillespie urged that improvements to the building be made for the accomodation of the departments of Chemistry and Dyeing.

Mrs. Hipple, for the Committee on Club Room reported that a shuffleboard had been installed at the cost of $75.00 which was paid out of the $104.00 received from the lecture delivered by Mr. Jones Wister for the benefit of the School in December last.

On motion of Mr. Jenks, seconded by Mr. Clothier, the bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned,

L. W. Miller,
Secretary.

MINUTES MEETING COMMITTEE ON INSTRUCTION,JUNE 6,1901.

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad and Pine Streets at half past three o'clock P.M. to-day.

Present,-Mr.Pepper,Mrs.Gillespie,Mrs.Wister,Mrs.Roberts,Mr.Jenks,Dr. Lambdin,Mrs.Hipple,Miss Leach,Mr.William Wood.

In the absence of the President,Mr.Pepper occupied the chair.

The minutes of the last meeting were read and approved.

The Principal's report was read and accepted,and the recommendations therein approved asfollows-

On motion of Mr.Jenks,the action of the principal in engaging Miss Lippincott on the terms stated in his report of this date,was approved.

On motion of Mrs.Gillespie,the Scholarships recommended by the Principal were granted.

On motion of Mr.Jenks,the secretary was instructed to send the usual letter of thanks to the persons mentioned in his report as benefactors of the School.

On motion of Mr.Lambdin the President was authorized to appoint a committee,of which he himself should be chairman,with power to act on all questions regarding the engagement of teachers for the coming year.

A communication was received from Mrs.J.L.Ketterlinus,presenting $50.00 to the School.

It was the sense of the Committee that this contribution was intended for the Associate Committee of Women,and that the amount be turned over to that Committee. This was done.

Mrs.Gillespie called attention to the fact that Mr.France was much in

need of rest,and proposedthat $150.00 of the Associate Committee's funds be set aside for his use in case he was willing to take a vacation in Europe.

On motion of Mrs.Gillespie,seconded by Mr.Wood it was

RESOLVED that this Committee express the hope that Mr.France will visit the Textile Schools of England and the Glasgow Exposition during the Summer,and report on the same on his return in the Autumn.

RESOLVED that the sum of $250.00 be appropriated and tendered to Mr. France towards paying his travelling expenses in case he finds it possible to visit Europe during the Summer. $150.00 of the above sum to be furnished by the Associate Committee and the balance contributed by individual members of this Committee.

The bills presented by the principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned,

L.W.Miller,
Secretary.

MINUTES MEETING COMMITTEE ON INSTRUCTION, October 3,1901.

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Streets at half past three o'clock to-day.

Present- Mr.Search,Mr.Jenks,Mrs.John Wister. Mr.Search occupied the Chair.

The reading of the minutes of the previous meeting and of the principal's Report was dispensed with.

The following communications were received-

from Mrs.Hipple,explaining absence. ('Phone)

from Mr.William Wood, " " "

from Miss Leach " " (Telegram)

from Mr.Clothier " " (through Mr.Miller)

from John A.Clark,asking for the return of a portion of tuition fee paid last year in the Textile School.

On motion of Mr. Jenks the Principal was instructed to return $75.00 to Mr.Clark.

from A.S.Calder,instructor in modelling,asking for an increase in his compensation.

On motion of Mr.Jenks,seconded by Mrs.Wister,Mr.Calder's compensation was raised to $800.00 a year.

On motion of Mr.Jenks,seconded by Mrs.Wister,the bills submitted by the Principal were approved and ordered to be paid.

The meeting wasthen adjourned,

L.W.Miller,

Secretary.

MINUTES MEETING COMMITTEE ON INSTRUCTION, November 7, 1901

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets at half-past three o'clock to-day.

present- Messrs Search, Dana, Jenks, Clothier, Mrs. Ogden, Miss Leach, Mrs. Roberts, Mrs. John Wister.

The minutes of the previous meeting were read and approved.

The Principal's Reports of October 3rd and of this date were read and accepted, the recommendations contained therein relating to the engagement of teachers, and awarding of scholarships, approved, and the purchase of the machinery and apparatus recommended by Mr. France, namely, a printing machine, a card-lacing machine, and a projecting apparatus for using the microscope in connection with the stereopticon, was authorized.

The following communications were received-

from Mrs. Hipple, explaining absence.

from Mr. Converse, explaining absence.

from A.H. Griffith of the Detroit Museum of Art asking if it would be possible to arrange an exhibit there of the work of our more advanced pupils. (no action taken.)

from Prof. E.D. Jones, of the University of Michigan, asking that the exhibit of yarns, textiles, and designs, made by this school at Buffalo be presented or loaned to the Commercial education department of the University of Michigan. (no action taken.)

from Mrs. Davis- enclosing the following letter from Mrs. Gillespie- the last ever written by her-

" 250 South 21st Street,
" Thursday
"Dear Mr. Miller,
" Thanks for your note and now I want to ask
"you to convey to the Instruction Committee the sad news
"that I have been ill from July 14th. This date I am grad-
"ually growing stronger, and if there is any one male or
"female they would like to put in my place they have my
"place and my blessing for it has been one of the greatest
"joys of my life. Give them my hope of seeing them all and
"you too if you will only take this trouble for
" Truly yours, "
"(signed) E.D. Gillespie.

The Secretary was instructed to send a suitable reply to Mrs.Davis.

Miss Leach,for the Committee on Club Room presented a report,including a set of rules prepared by a Committee of students,and stating that the girls of the School had asked that provision be made for them,and that they be allowed to use the Industrial Art Society's Room.

On motion,this request was referred to the Committee on Club Room with power to act.

The Chairman reported that the Spring Garden Street property belonging to the institution had been rented for $3,000.00,with the option of buying for $32,000.00.

The Bills presented by the Principal as part of his Report were approved, and ordered to be paid.

The meeting was then adjourned.

L.W.Miller,

Secretary.

MINUTES MEETING COMMITTEE ON INSTRUCTION.

Philadelphia, December 5, 1901

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building, Broad and Pine Streets at half-past three o'clock to-day.

Present- Messrs. Search (in the Chair), Pepper, Jenks, William Wood, Clothier Dana, Weygandt, Mrs. Roberts, Mrs. Hipple, Miss Leach.

The minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

Mr France was presented, and reported orally regarding his European experiences during the past Summer.

The following Communications were received-

from Mrs. Ogden, explaining absence,

from Mr. Converse, " "

from Fred. Wink, Jr., asking that a portion of tuition fee paid September 30, be refunded, as he has not attended the School since October 10th.

from William Inskip, declining to receive any compensation for his services to the School in connection with the installation and care of its exhibit at Buffalo.

from Vacuum Oil Co., presenting to the School one-half barrel of Oil (valued at $18.20)

On motion of Mr. Jenks, seconded by Mr. Clothier, the principal was instructed to return $75.00 to Mr. Wink.

Mr. Dana, for the Committee on Drawing and Painting, reported satisfactory progress.

Mr. Pepper, for the Committee on Collections and Equipment reported a re-arrangement of the Collections, and extensive repairs and renovations, at Memorial Hall.

Mr. Jenks, for the Committee on Cotton Manufacture reported progress.

Mrs. Hipple, for the Committee on Illustration, reported satisfactory progress.

Mrs. Hipple, for the Committee on Club-Room reported that the Industrial Art Society's Room had been turned over to the girl students

of the School, for use as a Club-room.

Miss Leach, for the Committee on Printed and Woven fabrics, reported progress.

Mr. Wood, for the Committee on the reception and installation of the Ross Textiles, loaned to the School for exhibition this winter by the Boston Museum of Fine Arts, reported that the collection had arrived, and would be duly installed for exhibition.*

Mr. Dana discussed the matter of co-operating with other societies, especially the Musical Fund Society, in connection with a Studio Building, and an Auditorium.

The Chairman stated that a proposition to the same effedt had been made to him, and described in detail the discussion which had already taken place. He did not at present see how anything could be done at this time in the direction indicated.

On motion of Mr. Wood, seconded by Mr. Clothier, the recommendations in the Principal's Report were approved, and the Bills presented as part of the Report, were ordered to be paid.

The meeting was then adjourned,

L. W. Miller,

Secretary.

* for details of arrangement - see Minutes of Meeting Committee on Ross Textiles of Nov 4, 1901 - filed under "R". This date

MINUTES MEETING COMMITTEE ON INSTRUCTION.

Philadelphia, January 2, 1902.

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Philadelphia, at half past three o'clock to-day.

Present- Messrs. Pepper, Dana, Jenks, Clothier, Mrs. Ogden, Mrs. Roberts, Miss Leach.

Mr. Dana was called to the Chair.

The Minutes of the last meeting were read and approved.

The Principal's Report was read and accepted.

The Principal supplemented his report by stating that the arrangements for increasing the School's exhibit at Charleston had been completed, and that Mr. Cox, of the Textile School had been sent to Charleston to superintend the installation.

The following communications were received-

Mr. Search (telephone message), explaining absence.

Miss Anna S. Doriss, asking that a portion of tuition fee paid at the beginning of the School year be refunded as she had been able to attend school less than two months. [This was done under the impression that she had paid $60, but as this was a mistake, only $18 - having been paid. 2/3 of this sum, $12, was returned]

On ~~motion~~ of Mr. Jenks, the Principal was authorized to refund $40.00

Mr. Pepper, for the Committee on Collections and Equipment reported the opening of Memorial Hall, and a gift from Clarence Moore, Esq. of $1,000.00 for new cases.

Mr. Jenks for the Committee on Cotton Manufacture, reported progress.

Mrs. Roberts, for the Committee on the exhibition of the Ross Textiles reported progress.

Miss Leach presented some samples of woolens, with accompanying letter, received from Mrs. ~~James~~ John Marcou through Mrs. Davis.

Mrs.Ogden reported that Mr.France had addressed the Associate Committee at its last meeting on the subject of his recent European trip.

The bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned,

R. C. Miller

Secretary.

Committee on Ross Textiles.

Chairman. William Wood. 22nd & Spring Garden Sts. *

John Story Jenks, 1937 Arch St.

John T.Morris, 826 Drexel Building.

Mrs Thomas Roberts, Riverton N.J. or the Gladstone,

Mrs Frank M.Hipple, 3020 Locust Street.

Miss M.Atherton Leach, 2118 Spruce Street,

Mrs.Jones Wister, 1819 Walnut Street.

Mrs.William L.Elkins, The Flanders.

MINUTES MEETING COMMITTEE ON INSTRUCTION.

Philadelphia, February 6, 1902.

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Philadelphia, at half past three o'clock to-day.

Present, Mr. Pepper (in the Chair), Mr. Clothier, Mr. Jenks, Mr. Dana, Mr. Weygandt, Mrs. Ogden, Mrs. Hipple, Mrs. Sinnott, Miss Leach, Mrs. John Wister.

The Principal's report was read and accepted, and on motion of Mr. Clothier seconded by Mr. Dana, the compensation of Mr. Ridington, engineer of the School was increased to $85.00 a month.

The following communications were received:-

(1) from Miss Laura V. McMahon, asking for the return of a portion of tuition fee paid in advance, as she had been unable to attend the Saturday Class, for which she paid a year's tuition, since November 2, 1901.

On motion of Mr. Jenks, the Principal was instructed to return $8.00 to Miss McMahon.

(2) from Mrs. Roberts, explaining absence.

Mr. Dana, for the Committee on Drawing and Painting, reported, criticising the practice of allowing the student to spend so much time on single drawings, as well as the limited time devoted to drawing from the cast. He also felt that the practice of making the large drawings, of which he saw several, was a mistake.

Mr. Pepper, for the Committee on Collections and Equipment reported several improvements in the arrangements of the collections at Memorial Hall.

Mr. Jenks, for the Committee on Cotton Manufacture, reported progress.

Mrs. Hipple, for the Committee on Illustration, reported progress.

Mrs.Hipple,for the Committee on Club-Room reported that a mass-meeting of the students had been held to-day,as a result of which it was hoped that the responsibility in connection with the maintenance of the Club-Room would be assumed by the students' organization.

Mr.Jenks read a letter from Mr.Search urging that something be done toward forwarding the movement for the erection of the proposed new building for a chemical laboratory.

On motion of Mr.Dana,it was

RESOLVED that no fees once paid be returned to students who have been excluded from the school for non-compliance with the rule requiring all pupils to be vaccinated,provided that this position be sustained by the opinion of our legal adviser.

The bills presented by the Principal were approved and ordered to be paid.

The meeting was then adjourned,

L.W.Miller,

Secretary.

MINUTES MEETING COMMITTEE ON INSTRUCTION.

Philadelphia, March 6, 1902.

The regular, monthly, meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Philadelphia, at half past three o'clock to-day.,

Present- Mr. Pepper (in the Chair) Mr. Dana, Mr. Jenks, Mr. Weygandt, Mr. Cliff, Mrs. Roberts, Mrs. Hipple, Miss Leach.

The minutes of the last meeting were read and approved.

The Principal's report was read and accepted.

Communications were received from Mrs. Ogden, and Mr. Search, explaining absence.

The correspondence with Percy S. Marcellus, a former student, C. Oscar Beasley, his counsel, and George Wharton Pepper, counsel, regarding Mr. Marcellus' claim for the return of a portion of his tuition fee, as he has been excluded from the School for failure to comply with the rule regarding vaccination, was submitted, and it was, on motion of Mr. Dana, seconded by Mr. Jenks,

RESOLVED- that the correspondence with Mr. Beasley regarding Mr. Marcellus' claim for the return of a portion of his tuition fee be referred to George Wharton Pepper Esq., and that on receipt of his reply the Principal be given power to act in the case of Mr. Marcellus, with the understanding that the Committee approves of the return of an equitable proportion of the fees paid by the students suspended for non-compliance with the rule regarding vaccination, without abandoning its position regarding its legal rights in this matter.

On motion of Mr. Weygandt, seconded by Mr. Cliff, it was

RESOLVED that this Committee recommend to the Executive Committee the

adoption of a rule prescribing such precautions regarding the admission of pupils as shall be in accordance with the municipal regulations regarding contagious diseases, this rule to be printed in the Circular of the School.

Miss Leach, for the Committee on Printed and Woven Fabrics reported that the students of the Department of Domestic Arts of the Drexel Institute had visited the Textile School.

Mrs. Hipple, for the Committee on Club Room, reported that the Club Room had been turned over to a Student Board of Directors, which shall be responsible to the Committee on Club Room, and reported progress in the organization of the women-students' organization.

On motion of Mr. Dana, seconded by Mr. Jenks, it was

RESOLVED- that the matter of the falling-off in Registration noted in the Principal's Report and of increased advertising of the School be referred to a Sub-Committee, of which Mr. Cliff shall be Chairman, to report at the next Meeting of this Committee.

The Chair appointed Messrs Cliff, Dana, and Jenks, and Mrs. Hipple and Miss Leach to serve on this Committee.

On motion of Mrs. Roberts it was ordered that the expense of sending the invitations to the present Exhibition (such expense not to exceed $100.) be paid by the School.

The Principal supplemented his Report by reporting the opening of the Loan Exhibition at the School, and the announcement of a course of lectures in connection with it.

The meeting was then adjourned.

L. W. Miller.

Secretary.

MINUTES MEETING COMMITTEE ON INSTRUCTION.

Philadelphia,April 3rd,1902.

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad and Pine Streets,Philadelphia,at half past three o'clock to-day.

Present- Mr.Search (in the Chair),Mr.Pepper,Mr.Weygandt,Mr.Dana,Mr.Cliff, Mrs.Ogden,Mrs.Hipple,Mrs.Roberts,Miss Leach.

The Minutes of the last meeting were read and approved.

The Principal's report was read and accepted.

The following communications were received-

from Messrs.Clothier,Jenks,and Wood,explaining absence.

from Mr.Barber,for the Executive Committee,stating that $4000. had been appropriated to the Instruction Committee for advertising purposes.

from Mrs.W.T.Carstarphen,addressed to Mrs.Hipple,suggesting that students in the School might be glad to get practice in teaching by volunteering their services at the "House Settlement",at 922 Locust Street.
A copy of the reply already sent to Mrs.Carstarphen bythe Principal was also submitted.

The communication was referred to the Principal.

Mr.Cliff,Chairman of Sub-committee on Publicity and Promotion,made a verbal report in which he stated that his Committee had held one meeting,in which the matter of advertising was thoroughly gone over and a request was made of the Executive Committee for an appropriation of $4000. for the Instruction Committee for the purpose of advertising in magazines and weekly newspapers,in order to increase the attendance at the Textile School.

(for minutes of the meeting, which were submitted by way of report see letter-file under Cliff.)

Subsequently,the Executive Committee had a special

session and acted favorably upon this request. Negotiations were immediately entered into with N.W.Ayer & Son,who sent their representatives to the School to study the situation and outline a scheme to use this appropriation to the best advantage. After several conferences with Mr.Miller,and the Chairman of the Committee,it was finally decided to place the advertising among seventeen of the leading magazines and weekly newspapers,each advertisement to be "keyed" so that when inquiries elicited by the advertising should be sent to the School,it would be possible and easy to determine whether any particular magazine or newspaper was doing or not doing effective work.

Mr.Cliff stated that N.W.Ayer & Sons did not think it advisable to cover a greater period than four months,and after consideration the Principal of the School,and the Chairman also concluded that this would be the wisest course to pursue. Consequently,the advertising would appear in the June,July,August,and September issued of the selected list of magazines and newspapers referred to.

The Chairman reported that the advertising itself had not been submitted,but he could say that it would be distributed over the four months in space which varied from two inches to eight. The advertising would be aimed to interest the parents who had boys just about to leave high schools or colleges. Not only that,but it was hoped to interest the boys themselves by appealing to them in the direction of their chief interests. The Chairman further stated in accordance with the direction of the Committee on Publicity,that the advertisements would be approved by the Principal of the

School and the Chairman of the Committee before publication.

Mr.Dana,for the Committee on Drawing and Painting reported satisfactory progress.

Mr.Pepper,for the Committee on Collections and Equipment,reported that several new cases were being put in at Memorial Hall. Last Sunday the attendance at the Hall was 16800. The total attendance for March 1902 was 40000,as compared with 21000 in March a year ago.

In response to a circular recently sent out $300 had been received for the purchase of new objects for the Museum, and several gifts have been received.

Mr.Pepper also reported Mrs.John Harrison's offer to undertake the erection of a new building for the Pompeian views,if permission is granted by the Park Commission.

On motion of Mr.Pepper it was

RESOLVED that the proposal of Mrs.John Harrison to erect a new building for the Pompeian views be recommended to the Executive Committee for favorable consideration,and that Mrs.Harrison be requested to attend to the negotiations relative to the new building and the removal of the exhibit.

Mrs.Wister,Chairman of the Joint Committee on Ross Textiles,and Loan Exhibition submitted through the Principal a report of the Exhibition which has just closed.

The Exhibition was open from February 26 to March 26, and afternoon teas were served in connection with the Exhibition every day. Lectures were delivered as follows-

~~February~~ March 12, "Tapestries" by Prof.Chas.E.Dana,
" 19, "Anatomy of Art",by Dr.Geo.McClellan,
" 22. "Colonial Reminiscences" by Mrs.W.D. Frishmuth.

The report recommended that the thanks of the School be tendered to the lecturers, to Mr. Denman Ross, and to Messrs. Fritz and Larue, who loaned a collection of Oriental rugs for the Exhibition.

The report was accepted andthe recommendations regarding thanks were approved. *

On motion of Mr. Pepper, it was decided to recommend to the Executive Committee the payment of any bills in connection with the Exhibition beyond the $100 which this Committee is authorized to spend.

On motion of Mr. Dana it was ordered that the present arrangement regarding Modern Languages in the School be discontinued at the end of the present school year and that the arrangement with the instructors that was observed prior to October 1898 be resumed.

The bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned,

L.W.Miller,

Secretary.

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* For this report in full see letter-file, April, 1902, under "W".
(The report was rewritten by Mrs. Wister after the meeting, original copy was not returned by her. For rewritten report see letter-file under "W.")

MINUTES MEETING COMMITTEE ON INSTRUCTION.

Philadelphia, May 1, 1902.

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad and Pine Streets, Philadelphia, at half-past three o'clock to-day.

Present-Messrs. Dana (in the Chair), Jenks, Lambdin, Mrs. Roberts, Mrs. John Wister, Miss Leach.

The minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

The following communications were received-

from Mrs. Ogden, Mr. Weygandt, and Mr. Cliff, explaining absence.

from the Success Company, asking whether special arrangements regarding fees can be made in the case of persons nominated by them.

The communication was referred to the President and the Chairman of the Committee on Publicity and Promotion with power to act.

Dr. Lambdin, for the Committee on Modelling and Ceramics, reported progress.

Mr. Jenks, for the Committee on Cotton Manufacture, reported progress.

The Bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned,

L. W. Miller,

Secretary.

MINUTES MEETING COMMITTEE ON INSTRUCTION.

Philadelphia, June 5th, 1902.

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad and Pine Streets, Philadelphia, at half-past Three o'clock to-day.

Present,-Messrs. Pepper (in the Chair), Jenks, Mrs. Roberts, Mrs. John Wister, Miss Leach.

The Minutes of the previous meeting were read and approved.

The reading of the Principal's Report was dispensed with, and the matters noted in it regarding the new building for the Dyeing Department, and the re-engagement of teachers were referred to the President and Principal with power to act.

Estimates for a Steaming-cottage for the Dyeing Department were submitted by Dr. Matthews, and the matter was referred to the President and Principal with power to act.

Communications explaining absence were received from Messrs. Weygandt and Dana, and from Mrs. Hipple.

Reports from the following members of the advisory Committee were presented and read- Gustav Ketterer, Edgar V. Seeler.

Letters of thanks were ordered sent to Talcott Williams LL.D. for delivering the Commencement address, and to the benefactors of the School mentioned in the Principal's Report.

Mr. Pepper, for the Committee on Collections and Equipment, reported the gift of the Dr. Frank W. Lewis Collection of ceramics, etc. by the Misses Lewis, who had waived all right to retain them during their lives, and who also had generously offered to provide suitable cases. He also reported the gift of a collection of bonnets from Miss Emily Dutilh.

Mr. Jenks reported that twelve scholarships had been founded by the Mrs.

Gillespie fund,to be known as the Elizabeth Duane Gillespie Scholarships, and that at a meeting of the Executive Committee it had been decided that six should be placed at the disposal of the Associate Committee to award,or more,if needed.

The form of application for Scholarships now in use was revised,and adopted as revised.

The bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned,

L.W.Miller,

Secretary.

MINUTES, MEETING COMMITTEE ON INSTRUCTION.

Philadelphia October 2,1902

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad and Pine Streets,Philadelphia,at half past three o'clock to-day.

Present-Mr.Search (in the Chair),Mr.William Wood,Mr.Jenks,Mr.Weygandt, Dr.Lambdin,Mr.Cliff,Mrs.Ogden,Mrs.Roberts,Mrs.John Wister.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

The recommendations in the Principal's report regarding the compensation of assistant engineers and the re-organization of the engineering department were approved,and the increase in the force authorized,on condition that there shall always be two men on duty in the building,one of whom shall be an assistant engineer.

The Principal's recommendations regarding the increase in the salary of the Registrar;regarding the arrangement made with Miss Haydock for the establishment of a new department; regarding scholarships and regarding fees in the Language classes were also approved.

The following communications were received:-

1. from Mr.Dana,explaining absence.
2. from Miss Boeck,Registrar,asking for an increase in salary.
3. from Wm.Laird Turner,resigning as instructor in Design in the Evening Classes of the Textile School.

Mr.Wood reported that he had inspected the improvements and additions made in the School building during the Summer,and expressed himself as much pleased with the work that had been accomplished. He spoke in the highest terms of the excellent work which had been done by Superintendent Thompson and his assistants,and,

on motion of Mr.Wood,seconded by Mr.Jenks,it was ordered that the thanks of this Committee be tendered to Mr.Thompson and all who had worked under him during the past Summer for the very devoted and efficient service which they had rendered. The Committee desired to express in this way its gratification at the amount of excellent work that had been accomplished at a minimum expense.

Mrs.Roberts asked whether the rule regarding appointees to Scholarships requiring previous attendance of one year at the School was to be rigidly adhered to. The question had especial reference to the case of Miss Craven,whose name is now before the Associate Committee.

On motion,duly seconded,it was ordered that an exception to the rule requiring applicants for scholarships to have been in attendance at the School for at least one year,be made in the case of Miss Craven.

The Bills presented by the Principal as part of his Report were approved, and ordered to be paid.

The meeting was then adjourned.

L.W.Miller,
Secretary.

MINUTES MEETING COMMITTEE ON INSTRUCTION.

November 6,1902

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad and Pine Streets,Philadelphia,at half past three o'clock to-day.

Present,-Mr.Dana (in the Chair),Mr.Clothier,Mr.William Wood,Mrs.Roberts,Mrs.Hipple,Mrs. John Wister,Miss Leach.

The Minutes of the last meeting were read and approved.

The Principal's Report was read and accepted,and the recommendations approved.

The following communications were received:-

from Mr.Search (by telephone) and Mr.Converse,explaining absence.

from Miss Elizabeth Wood,asking that a portion of the tuition fee paid by her in January 1902 be refunded,as she had at that time paid for the remainder of the year,but had left school at the expiration of another month to accept a position to which she was recommended by Mr.Stratton.

On motion of Mr.Clothier,seconded by Mrs.Roberts,the Principal was authorized to return $20.00 to Miss Wood.

from the Philadelphia Branch of the Association of Collegiate Alumnæ,addressed to Mrs.Odgen,and referred to this Committee by her,asking that a fellowship in Chemistry be granted to the Association. (No action was taken.)

Mrs.Roberts presented a letter from the Principal recommending that an effort be made to provide for the awarding of the Gillespie Scholarships to persons who are capable and deserving but who have not worked in the School,and reported progress in the discussion of the subject.

The Principal presented the appeal of the young ladies for the introduction of calisthenics. The case was also presented by Miss Leach, discussed at some length and referred to a Committee of which Miss Leach shall be Chairman,the other members to be appointed by her.

Mr.Dana,for the Committee on Drawing and Painting,and Miss Leach,for the Committee on Printed and Woven Fabrics,reported progress.

"Mrs.Hipple reported that a reception had been given to the new students, by the Girls' Industrial Art League,on October 24,and reported that the Students' Club was in good financial condition,and expected to pay expenses."

Mr.France's request for new equipment in the Dye-House etc.embodied in the Principal's Report was referred to the Committee on Laboratories and Machinery,John H.Converse,Chairman.

On motion of Mr.Wood,seconded by Mr.Clothier,the Principal was instructed to ascertain condition of insurance on new building and equipment including that which is loaned,and to report on the same at the next meeting of this Committee.

The Bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned,

L.W.Miller,
Secretary.

MINUTES MEETING COMMITTEE ON INSTRUCTION.

December 4,1902

The regular monthly meeting of the Committee on Instruction was held at the School,Broad and Pine Streets,Philadelphia,at half past three o'clock to-day.

Present:-Messrs.Search (in the Chair),Mr.Jenks,Mr.Clothier,Mr.Dana, Mr.Cliff,Mrs.Ogden,Mrs.Roberts,Mrs.John Wister,Miss Leach.

The minutes of the last meeting were read and approved.

The Principal's Report was read and accepted,and the recommended appointments to scholarships were approved.

The request from Miss Smiley asking that a portion of her tuition already paid ($30.00)be refunded,as she had received a State Scholarship,which request was embodied in the Principal's report,together with a request for formal action by the Committee that would cover all such cases in future,was then discussed,and,on motion of Mr.Dana,seconded by Mr.Cliff it was

RESOLVED-that the amount paid be refunded to Miss Smiley.

The Principal's request for formal action on such cases as Miss Smiley's was then taken up,and after a full discussion,it was,on motion of Mr.Jenks,duly seconded,

RESOLVED-that a Committee be appointed to investigate the matter of the State and City Scholarships,and to report to this Committee, making suggestions and recommendations for properly administering these Scholarships in future.

The following committee was appointed,Mr.Jenks,Chairman,Mr.Search,Mr. Miller.

The Secretary called attention to Mr.Converse's letter,submitted with the Principal's Report,promising to give his attention to the matter of the additional equipment for the new Dye-House,refer-

red to his Committee,and stated that considerable machinery must remain idle until this was attended to,and he was instructed by the Committee to reply to Mr.Converse,acknowledging receipt of his letter,and stating that the Committee on Instruction would appreciate his prompt attention to the matter.

The Committee from the Girls' Industrial Art League,to present the request of the league for compulsory gymnasium work in the Art School was then presented by Miss Leach,and the request was stated. The matter was then fully discussed. Mr.Dana read letters from Dr.MacAlister of Drexel Institute,and Dr.Crowther of the Institution for the Deaf and Dumb bearing upon the subject,and Mr.Cliff,at the request of the Chair,described the system and equipment at the Girls' Normal School,and stated it as his opinion that,without good equipment and a competent instructor,it would be a mistake to establish a gymnasium at the School,and that the cost of this would be considerable.

At the request of the meeting the Chair appointed the following Committee to investigate the matter of a gymnasium,and its desirability,and to report at an early date. Mr.Dana,Chairman,Mr.Cliff,Miss Leach.

Mrs.Roberts,for the Committee on Scholarships of the Associate Committee reported that the Committee still had under ~~the~~ discussion the advisability of offering to the Collegiate Alumnae a Scholarship in Chemistry.

Mr.Cliff,for the Committee on Publicity and promotion reported the results of the special advertising done by his committee,and stated that while the direct results were not very encouraging,yet he believed that indirectly a great deal of good was accomplished.

for this report see letter-file this date, under Cliff —

The Bills presented by the Principal as part of his report were approved, and ordered to be paid.

The meeting was then adjourned, E.W. Frauer Secretary pro.tem.

MINUTES MEETING COMMITTEE ON INSTRUCTION.

Philadelphia.January 2,1903

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad and Pine Streets,at half past three o'clock to-day.

Present:-Mr.Jenks,Mr.Pepper,Mr.Wm.Wood,Mrs.Roberts,Mrs.Sinnott,Mrs John Wister.

Mr.Jenks was called to the Chair,but was obliged to leave early,when Mr. Pepper took his place.

The reading of the minutes of the previous meeting was dispensed with.

The Principal's Report was read and accepted,and the recommendations regarding the thanks of the Committee approved. The order for shafting in the new Dye-house as given by Mr.France was approved, and the recommendations regarding the offering of Scholarships as prizes in more elementary schools was referred to the Committee on Scholarships of the Associate Committee.

Communications explaining absence were received from Messrs.Search,Clothier,Converse,Cliff,Dana,and Mrs.Hipple.

A communication was received from Marian Thompson asking for the return of a portion of tuition fees paid,as she had been compelled to leave School. The Principal was authorized to refund an equitable amount.

Mr.Jenks for the Committee on Scholarships reported that the Principal had been authorized,in returning the tuition fee of Miss Smiley in accordance with the instructions given by this Committee at its December meeting,to retain $10.00 as tuition for the first month of attendance.

A communication was received from Edna M.Kerr,asking for the return of tuition fees,as she had received a State Scholarship shortly

after the opening of School,and the Principal was authorized to make the same arrangements in this case as had been made with Miss Smiley.

Mrs.Roberts for the Sub-Committee of the Associate Committee of Women,on Scholarships,reported progress.

Mr.Dana,for the Committee on Gymnasium submitted by letter a report from that Committee,which was accepted. (see letter file under "D") Action on the report was deferred.

Mr.Dana,for the Committee on Drawing and Painting sent a letter reporting progress.

Mr.Pepper,for the Committee on Collections and equipment reported that Councils had appropriated $15000. to roof with glass the West Court of Memorial Hall,and that the Park Commission had decided to remove the Pompeian views and Centennial Model from the Eastern Court.

The bills submitted by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned,

L.W.Miller,

Secretary.

MINUTES MEETING, COMMITTEE ON INSTRUCTION.

February 5,1903

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad and Pine Streets at half past three o'clock to-day.

Present,Mr.Dana (in the Chair).Mr.William Wood.Mr.Jenks,Mr.Weygandt, Mrs.Ogden,Mrs.Roberts,Mrs.John Wister.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

The following communications explaining absence were received:-

by letter.Mr.Search,Miss Leach,

by telephone message,Mr.Cliff,Mrs.Hipple.

A communication was received from Mr.T.S.Newlin.asking the return of $3. paid by Miss May H.Newlin for tuition. The communication was referred to the Principal with power to act.

Mrs.Ogden,for the Associate Committee of Women.reported the gift to the School,through that Committee, from Mrs.Edward P.Davis, of a photograph of the late Mrs.Gillespie,with the request that it be hung in the lobby.

On motion,the gift was accepted and the Principal was instructed to convey the thanks of this Committee to Mrs.Davis. The Principal was also instructed to attend to the matter of framing the photograph suitably.

Mrs.Roberts for the Sub-Committee on Scholarships of the Associate Committee of Women,reported progress in the preparation of the list of schools in which scholarships in this School were to be offered as prizes.

The Bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned, L.W.Miller, Secretary.

MINUTES OF MEETING COMMITTEE ON INSTRUCTION.

March 5,1903

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Sts.,Philadelphia,at half past three o'clock to-day.

Present,Messrs.Pepper,Jenks,Dana,Dr.Lambdin,Mrs.Roberts,Mrs.John Wister.

In the absence of the President,Mr.Pepper was called to the Chair.

The minutes of the last meeting were read and approved.

The Principal's Report was read and accepted.

Communications were received by telephone from Messrs.Weygandt and Cliff explaining absence.

A communication was received from Mr.Barber,conveying the request of Mrs. Jones Wister that the thanks of this Committee be tendered to Mr. Trower for donating $41. from the amount of his bill for catering at the tea at Memorial Hall of May 3rd last.

As Mr.Trower had already received the thanks of the Executive Committee,no action was taken.

A communication from Miss.Emma Eastwick asking for the return of a portion of tuition fee of $25.00,as she is unable to continue in the School was referred to the Principal with power to act.

On motion of Mr.Jenks,the bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned, R. Miller

Secretary.

MINUTES of MEETING COMMITTEE on INSTRUCTION.

April 2,1903

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Streets,Philadelphia,at half past three o'clock to-day.

Present:- Messrs.Search (in the Chair,)Pepper,Dana,Lambdin,Mrs.Ogden,Mrs. Roberts,Mrs.Hipple.

The minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted,and the thanks of the Committee voted to the benefactors of the School mentioned in the report.

The following communications were received;

1. from Mr.Weygandt,explaining absence. (telephone message.)
2. from Mr.Allan,Assistant Treasurer,submitting an account of the estimates expenses of the institution to May 31.
3. from Miss Helen Taylor,informing the Committee of the purchase by the fund of which she was Treasurer,of the cast of Donatello's St.George as a memorial to Miss Farrand.
4. from B.Kobayashi,offering to loan a collection of Japanese prints and paintings.

The communication from Mr.Kobayashi was referred to the Principal,and the thanks of the Committee were extended to Miss Taylor.

Mr.Dana,for the Committee on Drawing and Painting reported progress.

The bills submitted by the Principal with his Report were approved and ordered to be paid.

The meeting was then adjourned,

Secretary.

Lelia Mullen

MINUTES of MEETING. COMMITTEE on INSTRUCTION.

May 7,1903

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Sts.,Philadelphia at half past three o'clock to-day.

Present:- Messrs. Dana (in the Chair),Jenks,Lambdin,Mrs.Roberts,Mrs.Hipple, Mrs.John Wister,Mrs.Jones Wister. Mr.Dana occupied the Chair in the absence of Mr.Search.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted,and the recommendations regarding arrangements for the Annual Commencement were approved.

Communications explaining absence were received from MR.Pepper,Mr.Weygandt, Mr.Cliff and Mrs.Ogden.

A communication from the Vacuum Oil Co. donating a barrel of oil for the Engineers' department was presented. (engraved letter of thanks sent)

Mrs.Hipple,for the Committee on Illustration reported progress.

Mr.Jenks,for the Committee on Cotton manufacture reported progress.

"Mrs.Hipple,for the Committee on Club-Room reported satisfactory ~~xxxxxxx~~/ condition of its finances,a small surplus being left over after meeting all expenses for the year.

Mrs.Hipple also recommended that certain improvements be made in the Basement including a new floor in the Ping-pong room,slate floor and partitions in the Bath-room,* and a new Girls' Bath-room,the total cost being estimated at $175.00 + See minutes of meeting May 21st 1903

The recommendation was referred to the Executive Committee with a favorable recommendation."

The Principal submitted a form of circular which he proposed to send to High School graduates of Pennsylvania,New York,Ohio and Illinois.

The circular was approved and the Principal authorized to proceed with the printing.

The matter of the further expense necessary in sending the circulars (postage and clerical service) was recommended favorably to the Executive Committee.

The Principal stated that he had, subject to the Committee's approval, granted Dr.Matthews leave of absence beginning May 10th and recommended that his salary of April May and June be paid him before that date, as he is to sail for Europe in a few days.

The recommendations regarding Dr.Matthews' leave of absence and the payment of his salary were approved, on motion of Dr.Lambdin.

On motion of Dr.Lambdin, it was

RESOLVED:-that the matter of re-engaging teachers for next year, and all questions of adjustment of salaries be referred to a Committee consisting of Mr.Search and the Principal, to report to the Executive Committee.

Replying to a question by Mr.Dana, Mrs.Roberts reported that the Associate Committee's committee on scholarships had sent a letter to 15 institutions, including the Pa.Institution for the Deaf and Dumb, regarding the offer of a free scholarship in this School to be awarded to one pupil from each of these institutions.

The bills submitted by the Principal as part of his report were approved, and ordered to be paid.

The meeting was then adjourned,

L. A. Miller

Secretary.

MINUTES of MEETING. COMMITTEE on INSTRUCTION.

June 4,1903

The Regular Monthly Meeting of the Committee on Instruction was held at the School Building,Broad & Pine Streets,Philadelphia,at half-past three o'clock to-day.

Present,Mr.Search (in the Chair),Mr.Pepper,Mr.Jenks,Mrs.Ogden,Mrs.Roberts, Mrs.John Wister,Mrs.Hipple. Mr.John G.Carruth was also present by invitation of the President.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted and the recommendations regarding Scholarships,approved.

Mr.France's Report of last month,recommending certain changes in arrangement of machinery,plastering and painting &c. was submitted for action,as well as a report from the Engineer recommending a few changes in the engines and heating apparatus.

The matter was referred to the Executive Committee at the next meeting, and the Principal was requested to submit an estimate of the expense of the work contemplated.

A communication explaining absence was received from Mr.Weygandt.

A communication from the Associate Committee of Women,submitting to the Committee on Instruction a letter from the Principal recommending the establishment of a school of Pottery was,on motion of Mr.Jenks, referred to Mr.Barber with the request that he report at the Annual Meeting of the Corporation,June 8th,if possible,regarding the cost of establishing such a department.

The bills submitted by the Principal as a part of his report were approved and ordered to be paid.

The meeting then adjourned,

L. A. Miller

Secretary.

MINUTES of SPECIAL MEETING. COMMITTEE ON INSTRUCTION.

Philadelphia, July 8,1903

A Special Meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets at four o'clock P.M. to-day.

Present:- Mr.Search (in the Chair),Dr.Lambdin,Mrs.Roberts,Mrs.Hipple,Mrs. Jones Wister. Dr.Barber was also present.

In the absence of the Secretary,Mr.P.C.Miller was requested to act.

Mrs.Hipple,for the Committee appointed to collect funds for the proposed school of pottery reported that the following amounts had already been secured,and reported progress as to further work, other subscriptions to both funds being in view:

Subscribed towards cost of building and plant.....$2280.00
" " " " maintenance..... 1200.00

The report was unanimously accepted.

Mr.Barber spoke regarding the functions of such a school as it is proposed to establish,namely:-

1. to train practical modellers and decorators.
2. to develop a characteristic and distinctive style of Art Pottery.based,for example,on the German Slip Ware,of which the Museum possesses an exceptionally complete collection.

He also submitted correspondence with other schools and individuals regarding the details of equipment and conduct of such a department.

On motion of Mrs.Hipple,seconded by Dr.Lambdin,it was

RESOLVED:-that a statement of the work already done,of the subscriptions received,and of the information obtained by Mr.Barber be referred to the Executive Committee with the recommendation that a building,to cost,with equipment,not over $3000. be erected.

The meeting was then adjourned,

Percy Chase Miller

Secretary,pro.tem

MINUTES of MEETING. COMMITTEE on INSTRUCTION.

Philadelphia, October 1, 1903

The Regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, at half past three o'clock to-day.

Present:-Pres. Search (in the Chair), Mr. Clothier, Mr. Jenks, Mr. Cliff, Mrs. Ogden, Mrs. Hipple, Mrs. Jones Wister.

The minutes of the previous meeting were read and approved, and the Principal's Report was read and accepted.

Communications (by 'phone) were received from Mr. Weygandt and Mrs. Roberts, explaining absence.

Mrs. Hipple for the committee appointed to collect funds for the School of Pottery reported subscriptions for the building amounting to about $2750. and towards the fund for maintenance about 1500.

The Principal spoke of the service which the Lowell Machine Shop, through Mr. Charles L. Hildreth, its Superintendent, had rendered the Textile School in former years and at the present time, and suggested that Mr. Hildreth be recommended to the Trustees for election as an Honorary Member of the Corporation; and, on motion of Mr. Jenks, seconded by Mr. Clothier, it was

RESOLVED-that this Committee recommend to the favorable consideration of the Executive Committee the name of Mr. Charles L. Hildreth, of the Lowell Machine Shop, Lowell, Mass., for election to Honorary Membership in the corporation.

On motion of Mr. Jenks, seconded by Mr. Clothier, it was ordered that the thanks of this Committee be tendered to the benefactors

of the School mentioned in the Principal's Report.

The President reported that he had paid Mr.Frank Miles Day some time in 1902 the sum of $600.for making drawings for contemplated improvements to the School building,which had not been reported at that time,and that he desired to make a donation of this amount.

The Bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned,

L. U. Miller

Secretary.

MINUTES, MEETING of COMMITTEE ON INSTRUCTION

November 5,1903

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Sts,Philadelphia at half past three o'clock to-day.

Present:-Mr.Search (in the Chair),Mr.Jenks,Mrs.Ogden,Mrs.Hipple, Mrs.Jones Wister.

The minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted,and the engagement of Mr.Leon Volkmar as instructor for the Pottery school was approved.

The Principal supplemented his report by an account of a visit paid to Mr.Volkmar at Metuchen by a committee consisting of Mrs.Hipple,Mrs.John Wister,and himself,as a result of which it had been decided to recommend Mr.Leon Volkmar for the position.

Communications explaining absence were received from Mr.Dana,Mr. Wm.Wood,Mr.Cliff,Mr.Weygandt,and Dr.Lambdin.

A communication was received from Mr.Barber,suggesting the adoption of a mark for the Pottery School in season to be included in his forthcoming book on pottery-marks.

On motion of Mr.Jenks,seconded by Mrs.Hipple,it was

RESOLVED- that the Principal be instructed to have a pottery mark prepared for the use of the School,in the form of an adaptation of the seal of the institution.

The Principal reported that the following tuition fees,for reasons which seemed to him to justify such a course had been refunded:

Milton H.Carman.....	$60.
Elma S.Ritter.....	60.
Della M.Adams.....	50.
George Behring.....	15.

On motion of Mr.Jenks the Principal's action in refunding these fees was approved.

Mrs.Hipple,for the Committee on Illustration,reported a large class,and satisfactory progress.

Mrs.Hipple reported that the improvements in the basement,authorized by the Executive Committee at its meeting of last May had been carried out. The Girls' Club preferred to have the small room fitted up as a kitchen instead of a shower-bath,and the improvement had taken this form.

The Bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned

L. W. Miller

Secretary.

MINUTES, MEETING of COMMITTEE ON INSTRUCTION.

December 3,1903

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Sts.,Philadelphia,at half past three o'clock to-day.

Present:-Mr.William Wood (in the Chair),Mr.Dana,Mr.Jenks,Mrs.Ogden,Mrs.Roberts, Mrs.Hipple,Mrs.John Wister.

The minutes of the previous meeting were read and approved.

The Principal's report was read and accepted,the construction of the kiln for the pottery school approved,and the usual vote of thanks extended to the benefactors of the School mentioned therein.

The Principal supplemented his report by the statement that an agreement had been made with Hyzer and Lewellyn by which the cost of the new kiln should not exceed $500.

Communications explaining absence were received from Mr.Cliff,Mr. Clothier,Mr.Weygandt.

The following communications were also received from

1. Charles L.Hildreth,Esq., addressed to the Principal, acknowledging receipt of notice of election by the Trustees as an Honorary member of the corporation.

2. Edward Carroll,asking for the return of a portion of the fee paid for the advanced chemistry course, evening class.

3. T.C.Baggan,asking for the return of a portion of the fee paid for tuition in the evening class,Textile School.

The Principal recommended that $20. be returned to Mr.Carrol,and $10. to Mr. Baggan,and the return of these amounts was authorized.

The Principal reported that H.H.Philips,who had paid the whole fee

of $150. for tuition in the Textile School,day class, had received a State Scholarship,and recommended the return of the amount paid,less $20. the fee for one month,which was authorized.

Mrs.Hipple,for the Committee on Pottery School reported the collection of the following amounts:-

towards the $3000. for building.....$2700.
towards the fund for maintenance..... 1200.

Mrs.Hipple also reported the willingness of Mr.Edgar V.Seeler to supervise the erection of the necessary building.

Mrs.Roberts,for the Committee on Scholarships submitted a letter from Mr.Pease,expressing his gratitude for his appointment to a scholarship.

Mrs.Hipple,for the Committee on Club-Room reported satisfactory progress with both the boys' and girls' clubs.

The bills submitted by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned.

L. A. Miller
Secretary.

MINUTES of MEETING, COMMITTEE on INSTRUCTION.

January 7,1904

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Sts.Philadelphia,at half past three o'clock to-day.

Present:-Mr.Search (in the Chair).Mr.Dana.Mrs.Roberts,Mrs.Hipple Mrs.John Wister,Mrs.Jones Wister.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

Communications explaining absence were received from Mr.Converse, Mr.Clothier.Mr.Cliff,Mr.Jenks,Mr.Weygandt.

On motion of Mr.Dana,the Secretary was instructed to request Mr. Converse as Chairman of the Committee on Laboratories and Machinery to inspect the present boiler-plant of the Schooland to consider its needs in this respect, and to report to this Committee,as soon as possible, regarding the reconstruction of the plant.

Mr.Dana,for the Committee on Drawing and Painting,reported satisfactory progress.

On motion of Mrs.Hipple,seconded by Mrs.Roberts,it was decided to reprint the article on the exhibition of the Applied Art work of members of the Alumni Association,which appeared in the "Ledger" for December 13 last,for distribution by members of this Committee and the Associate Committee of Women.

Mrs.Hipple,for the Committee on Pottery School,reported that the total $3000. for the building had been collected,that $250. is already collected,and about $1200. more promised towards the support of the classes.

Mrs.John Wister,for the Committee on Printed and Woven fabrics, reported progress.

Mrs.Roberts,for the Committee on Scholarships,reported informally regarding the progress of incumbents.

Mrs.Hipple,for the Committee on Club-Room,reported satisfactory progress for Club rooms,and Lunch-Room.

The Bills presented by the Principal as part of his Report were approved,and ordered to be paid.

The meeting was then adjourned

Secretary.

L. W. Miller

(Note.-President Search ruled at this meeting that the Chairmen of sub-committees of the Committee on Instruction should be members of that Committee,and appointed Mrs.Davis a member of the Instruction Committee.)

Mrs Davis notified 1-9-03

MINUTES of MEETING. Committee on Instruction.

February 4,1904.

The Regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets,Philadelphia at half past three o,clock to-day.

Present:- Mr.Search (in the Chair),Mr.William Wood,Mr.Dana,Mr. Clothier,Mr.Cliff.Mrs.Roberts.Mrs.Hipple.Mrs.Jones Wister, Mrs.Davis.

The Minutes of the previous meeting were read and approved,and the Principal's Report was read and accepted.

A communication explaining absence was received from Mr.Jenks.(phone)

A communication was presented from J.H.Crosman,requesting that a portion of the tuition fee paid by Mr.J.B.Cameron be refunded,as he has received a State scholarship.

On motion of Mr.Wood,the Principal was authorized to return Mr5.

The report of Mr.Converse.with drawings,regarding the reconstruction of the boiler-plant was submitted and,on motion,referred to the Executive Committee.

Mrs.Hipple,for the Committee on Pottery School submitted the architect's plans and specifications for the new building for that department. On motion the plans were referred to the Executive Committee,provided that they shall first receive the approval of the Committee on Pottery School.(Mrs.Hipple.Chairman.)

The Bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned.

L. Mueller

Secretary.

MINUTES of MEETING. COMMITTEE on INSTRUCTION.

March 3,1904

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets,Philadelphia,at half past three o'clock to-day.

Present-Mr.Jenks,Mr.William Wood,Mr.Dana,Mrs.Roberts,Mrs.Hipple.

In the absence of the President,Mr.Jenks was called to the Chair.

The Minutes of the previous meeting were read and approved,and the Principal's Report was read and accepted.

Communications explaining absence were received from Mr. Weygandt,Mr.Cliff,Mrs.John Wister,Mrs.Jones Wister,Mrs.Davis.

Mr.Dana,for the Committee on Drawing and Painting reported excellent results in Water-color painting,and expressed the obligation of the School to Miss Lippincott for the excellent influence her instruction has had on this department.

Mrs.Hipple,for the Committee on Pottery School,and for the Committee on Club-room,reported satisfactory progress.

The Secretary was instructed to send the formal thanks of this Committee to Prof.Heilprin,Mrs.Gibbs and Mr.Morris for their services to the School as mentioned in the Principal's Report.

Mrs.Hipple called attention to the meeting to be held on the evening of March 14th,under the auspices of the Alumni Association of the School of Industrial Art,in recognition of the services of the late Charles Godfrey Leland to the cause of Industrial art education.

The Bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned,

L. Wuillem

Secretary.

MINUTES of MEETING. COMMITTEE on INSTRUCTION.

April 7,1904

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Sts.Philadelphia,at half-past three o'clock to-day.

Present:-Mr.Dana,Mr.Clothier,Mrs.Roberts,Mrs.Hipple,Mrs.John Wister, Mrs.Jones Wister,Mrs.Ellison,Mrs.Davis.

In the absence of the President,Mr.Dana was called to the Chair.

The Minutes of the previous meeting were read and approved,and the Principal's Report was read and accepted.

Communications were received from Mr.Weygandt,Mr.Cliff and Mr.Jenks, explaining absence.

A communication from Mr.Search (3-15-04) asking that a detailed statement showing receipts and expenditures of the different classes be prepared by the Principal was submitted,as was the statement,prepared in accordance with that letter.

Mrs.Hipple,for the Committee on Pottery School reported bills paid to the amount of $310.76. Mrs.Hipple also reported that an estimate had been received from Doyle & Doak for the construction of the building for the Pottery School,$2400.

Mrs.John Wister reported,for the Committee on Printed and Woven fabrics confirming the conclusions of Mr.France's Report.

Mrs.Roberts,for the Committee on Scholarships reported details of work.

The Bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned,

L. Miller

Secretary.

Minutes of Meeting. COMMITTEE on INSTRUCTION.

Philadelphia, May 5, 1904

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad and Pine Streets, at half past three o'clock today.

Present:-Mr. William Wood, Mr. Jenks, Mr. Dana, Mrs. Hipple, Mrs. John Wister, Mrs. Jones Wister, Mrs. Davis.

In the absence of the President, Mr. Wood was called to the Chair.

The Minutes of the previous meeting were read and approved, and the Principal's Report was read and accepted.

The matter of salaries and re-engagement of teachers for the coming school-year was referred to the President and Principal, with power to act.

On motion of Mr. Dana, duly seconded, the recommendations in the Principal's report regarding the construction of galleries, and other improvements in the building were referred to the Executive Committee.

The following communications were received:-

1. Explaining absence from Mr. Search,
   Mr. Cliff,
   Mr. Clothier,
   Mr. Weygandt,
   Mrs. Roberts.
2. from Miss Elda Kutz, asking for the return of a portion of tuition fee paid, as she has been unable to attend the School after the first month. -On the recommendation of the Principal, the return of $50. to Miss Kutz was authorized.

Mrs. Hipple, for the Committee on Pottery School reported progress, including the successful firing of the first kiln.

The Bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned,

L. Miller

Secretary.

Minutes of Meeting. Committee on Instruction.

Philadelphia, June 2, 1904

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Philadelphia, at half past Three o'clock to-day.

Present:-Mr. Search (in the Chair), Mr. Cliff, Mr. Jenks, Mrs. Hipple, Mrs. Jones Wister, Mrs. Davis.

The Minutes of the previous meeting were read and approved, and the Principal's Report was read and accepted.

Communications explaining absence were received from Mr. Clothier, Mr. Weygandt and Mrs. Roberts.

A communication was received from C.S.A. Henry, a student in the Textile School, asking for the return of a portion of his tuition fee, owing to absence on account of illness.

This case was referred to the President and Principal with power to act.

Mr. Jenks called the Committee's attention to a valuable collection of Indian Baskets, which had been collected by Mr. Roth and offered to the Museum at a price which he regarded as very reasonable. Mr. Barber had reported favorably regarding the purchase of the collection, but as no funds were available at the Museum he had suggested that the matter be brought to the attention of this Committee.

No action was taken

The Bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned,

L. Miller

Secretary.

Minutes of Meeting. Committee on Instruction.

October 6,1904

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets,Philadelphia,at half past three o'clock to-day.

Present:-Mr.Search(in the Chair),Mr.Jenks,Mr.Clothier,Dr.Lambdin,Mr.Cliff, Mrs.Hipple,Mrs.Davis.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted and a vote of thanks was tendered to Mr.John T.Morris for his gift of the skylight in the room devoted to the drawing of ornament from the cast,as noted in the Report.

Communications explaining absence were received from Mr-Weygandt,Mrs.Jones Wister,and Mrs.Roberts.

A communication from the Eastern Manual Training Association, through Henry W.Hetzel,Secretary,conveying the thanks of that body for the use of the School Auditorium for its convention during the past Summer was also presented.

Mrs.Hipple for the Committee on Pottery School reported that the sum of $3,000. required for the building had all been raised,and that the sum of $1450. had been raised for maintenance. The expenses for last year have all been met and a balance remains which,it is believed,will be adequate for the expenses of the current year.

Mrs.Davis asked whether a scholarship could be given to Mrs.Emily LaFarge Claxton. The President suggested that an arrangement might be made by which Mrs.Claxton might give the equivalent of the fee in service rendered. The matter was referred to the President with power to act.

Mr.Jenks reported regarding a Cotton Mule exhibited at the St.Louis Fair by Platt Brothers & Co. of Oldham,England,and expressed the hope that an arrangement might be made for acquiring it for the Textile School.

The Bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned

R. A. Miller

Secretary.

Minutes of Meeting. Committee on Instruction.

November 3,1904

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets,Philadelphia, at half past threeo'clock to-day.

Present:-Mr.Search (in the Chair),Mr.William Wood.Mr.Dana,Mr.Clothier, Col.Brock. Mrs.Hipple,Mrs.John Wister,Mrs.Davis.

The Minutes of the previous meeting were read and approved and the Principal's Report was read and accepted.

Replying to a question from Mr.Wood the Principal assured him that the transaction referred to in Mr.France's report regarding the purchase of a loom from the proceeds of commissions on the sale of equipment to other Textile Schools,would be properly reported to the Treasurer for entry on his books.

Letter to Mr. Miller 11/15/04

Mr.Dana,for the Committee on Drawing and Painting,Mr.Jenks for the Committee on Cotton Manufacture,Mrs.Hipple for the Committee on Pottery school,Mrs.Davis for the Committee on Illustration and Mrs.John Wister for the Committee on Printed and Woven Fabrics all reported progress.

Mrs.Hipple,for the Committee on Pottery School submitted an account of receipts and expenditures to date,showing a balance on hand, after paying all bills,including those for building and equipment, of $1188.10 (see file of "miscellaneous" reports)

Mrs.Davis reported that Mrs.Claxton had been unable to accept a scholarship in the School about which inquiry had been made at the last meeting,and asked whether a scholarship could be awarded to Miss Cruice,for the Dyeing Class.

On motion,the case of Miss Cruice was referred to the Executive Committee and the Principal was instructed to inform the Executive Committee at its next meeting regarding any vacancies in the Scholarships.

Miss Cruice's letter see minutes 12/1/04

The Bills presented by the Principal as part of his Report were approved, and ordered to be paid.

The meeting was then adjourned,

J. Miller

Secretary.

MINUTES of MEETING. COMMITTEE on INSTRUCTION.
Philadelphia, December 1, 1904

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets at half past three o'clock to-day.

Present:-Mr. Search (in the Chair), Mr. Dana, Mr. Jenks, Mr. Wood, Col. Brock, Mrs. Ogden, Mrs. John Wister, Mrs. Hipple.

The Minutes of the previous meeting were read and approved, and the Principal's Report was read and accepted.

On motion of Mr. Wood, the Principal's action is engaging Mr. Torniten to conduct the classes in Woodwork and Carving at a salary of $90. a month for seven months was approved.
On motion of Col. Brock, the thanks of the Committee were extended to Mr. France, and the other donors to the School as noted in the Principal's Report.

Communications explaining absence were received from Mr. Clothier, Mr. Weygandt, Dr. Lambdin, Mr. Cliff, and Mrs. Davis.

A communication from Barnett Cohen (10-18-04) was presented, asking for the return of his tuition fee paid for the evening class, Textile School, as he had been unable to attend the sessions.
On motion of Mr. Jenks, duly seconded, it was voted that of the amount paid by Mr. Cohen $3. be retained, and the balance of $12. refunded.

Mrs. Hipple, for the Committee on Pottery School reported progress in securing subscriptions for the maintenance of the department.

Mr. Jenks, for the Committee on Cotton Manufacture, reported progress.

Mrs. John Wister, for the Committee on Printed & Woven Fabrics reported that one of the ladies of the Associate Committee had given $60. to supplement the amount already contributed by the Committee as noted in Mr. France's Report.

The Principal reported that Miss Cruice, to whom the Executive Committee had granted a scholarship at Mrs. Davis's request, had declined to accept the appointment.

On motion of Mr. Wood, seconded by Mr. Jenks, the bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned.

L. Miller

Secretary.

MINUTES of MEETING. COMMITTEE on INSTRUCTION.

Philadelphia, January 5th, 1905

The regular monthly meeting of the Committee on Instruction was he at the School building, Broad & Pine Streets at half past three o'clock to-day.

Present:-Mr. Jenks, Mr. Dana, Mr. Clothier, Mrs. Ogden, Mrs. Hipple, Mrs. Sinnott, Mrs. John Wister, Mrs. Jones Wister, Mrs. Ellison. In the absence of the President, Mr. Jenks was called to the Chair.

The minutes of the previous meeting were read and approved, and the Principal's Report was read and accepted.

Communications explaining absence were received from Mr. Search
Mr. Cliff
Mr. Converse
Mrs. Davis

On motion of Mr. Dana the thanks of the Committee were tendered to Mr. Stratton, for his gift to the School as noted in the Principal's Report, and to the other benefactors of the School therein noted.

Mr. Dana, for the Committee on Drawing and Painting, Mr. Clothier, for that on Modelling and Ceramics and Mr. Jenks, for that on Cotton Manufacture, all reported progress.

Mrs. John Wister, for the Committee on Printed and Woven Fabrics reported an addition of $50. to the fund at the disposal of that Committee.

Mrs. Hipple, for the Committee on Students' Club reported that the question of turning over the club-room to the charge of the Committee on Instruction would probably have to be considered before long. No action was taken. The sentiment of the Committee was favorable, should the necessity arise.

The Bills presented by the Principal as part of his Report were approved, and ordered to be paid.

The meeting was then adjourned.

L. A. Miller

Secretary.

MINUTES of MEETING. COMMITTEE on INSTRUCTION.

Philadelphia February 2d'05

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad and Pine Sts. at half past three o'clock to-day.

Present:-Mr.Search (in the Chair) Mr.Jenks.Mr.Clothier ,Mr.Dana, Col.Brock,Mrs.Hipple,Mrs.Sinnott,Mrs.Jones Wister,Mrs. Davis.

The minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

A communication explaining absence was received from Mrs.Roberts. Mr.Dana,for the Committee on Drawing and Painting,Mr.Clothier for that on Modelling and ceramics,Mr.Jenks for that on Cotton Manufacture,Mrs.Davis for that on Illustration and Mrs.Hipple for that on Club-room,all reported progress.

Mrs.Hipple asked whether the new President of the Associate Committee of Women should be made a member of the Committee on Instruction,and,on motion of Mr.Jenks, seconded by Mr.Clothier,it was

RESOLVED-that recommendation be made to the Executive Committee that the Chairman of the Associate Committee of Women be ex officio a member of the Committee on Instruction.

A letter from A.F.Henkels,Vice-President of the Phila.Philatelic Society was presented,requesting for that society the privilege of holding its meetings at the School. A letter from Mr.Edward Russel Jones,Honorary Curator of the department of philately at Memorial Hall,endorsing the application of Mr.Henkels was also presented. On motion of Mr Col.Brock,seconded by Mr.Clothier,it was

RESOLVED-that the request of the Phila.Philatelic Society to hold its meetings in the School building be granted.

The bills presented by the Principal as part of his Report were approved and ordered paid.

The meeting was then adjourned,

L. U. Miller

Secretary.

MINUTES of MEETING. Committee on Instruction.

Philadelphia, March 2d, 1905

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad and Pine Streets at half past three o'clock to-day.

Present:-Mr. Search, Mr. Jenks, Mr. Dana, Mrs. Sinnott, Mrs. Harrison.

In the absence of the President (who came late) Mr. Jenks was called to the Chair.

The Minutes of the previous meeting were read and approved, and the Principal's Report was read and accepted.

Communications explaining absence were received from Mr. Weygandt, Mrs. Hipple, Mrs. Davis, and Mrs. Jones Wister.

Mrs. Sinnott reported progress in the collection of a fund, under the auspices of the Associate Committee, to be available for loans to deserving students who would otherwise be unable to continue their attendance at the School. The amount already collected is about two hundred dollars.

The bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned.

R. Wm. Clow

Secretary.

MINUTES of MEETING. Committee on Instruction.

Philadelphia, April 6, 1905

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, at half past three o'clock to-day.

Present:-Mr. Search (in the Chair). Mr. Jenks, Mr. Clothier, Mr. Weygandt, Mr. Dana, Mrs. John Harrison, Mrs. Ogden, Mrs. John Wister, Mrs. Hipple, Mrs. Sinnott.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

On motion of Mr. Jenks, duly seconded, the Secretary was instructed to write to Dr. George Byron Gordon of the Archaeological Museum of the University of Pennsylvania, conveying the thanks of this Committee for courtesies extended to students of this School.

Letter sent 4/10/05 see letter book

On motion of Mr. Jenks, seconded by Mr. Clothier the request contained in the Principal's Report that Dr. Harold's salary for June, July, and August be advanced him, as he expects to spend the summer abroad was referred to the Executive Committee with a favorable recommendation.

A communication was received from Mrs. Jones Wister, explaining absence.

A communication was received from Mr. E. A. Barber, requesting, on behalf of the Museum Committee that the Committee on Instruction appropriate $37.50 from its share of the receipts from Annual Memberships as a contribution towards the cost of issuing the Bulletin.

See letter to Mr. Barber 4/10/05

On motion of Mr. Weygandt, seconded by Mr. Clothier the appropriation of $37.50 from this Committee's share of the receipts from Annual Memberships as a contribution towards the cost of issuing the Bulletin was authorized.

Mr. Dana, for the Committee on Drawing & Painting, reported progress, as did Mr. Clothier, for that on Modelling and Carving, Mrs. Harrison, for that on Furniture, Mrs. Sinnott for that on Illustration, and Mrs. Hipple for that on Pottery school.

Mrs. John Wister, for the Committee on Printed and Woven Fabrics reported the urgent need of an assistant to Mr. Cox in the Design classes.

On motion of Mr. Jenks, seconded by Mr. Weygandt, Mr. France was

Note to Mr Farmer 4/10/01 555 R.W.A. Cook

authorized to look up a suitable assistant for Mr.Cox,and to report to the President,and that the President be given power to act in the matter of engaging such an assistant.

Mrs.Sinnott reported that the sum of $557.25 had been collected for the fund for the assistance of needy pupils on which report was made at the last meeting of this Committee.

On motion of Mr.Clothier,seconded by Mr.Weygandt,the Bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned,

L. Unwillig

Secretary.

MINUTES of MEETING. Committee on Instruction.

Philadelphia, May 4th, 1905.

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad and Pine Sts. at half past three o'clock to-day.

Present:- Mr. Search (in the Chair), Mr. Jenks, Mr. William Wood, Mr. Cliff, Mrs. Harrison, Mrs. Sinnott, Mrs. Hipple, Mrs. John Wister, Mrs. Ellison.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

Communications explaining absence were received from Mr. Clothier and Mrs. Roberts.

A communication was presented from W. McCoach (4/28/05), collector of U.S. Internal Revenue for this district, in reply to a letter from the Principal, - stating the terms and conditions under which it would be possible for this School to obtain Alcohol for use in the laboratories without payment of the internal revenue tax.

The Principal's action in authorizing Dr. Matthews to import chemicals and dye-stuffs to the value of $120., as recommended in Mr. France's report for last month, was approved.

The matter of the various changes in the building, including the cutting of a new entrance on Pine St. as recommended in Mr. France's report, was referred to Mr. Wood, to report to the Executive Committee.

The Chairman read from a letter from Mr. Stratton regarding the needs of the class in Illustration, especially the need of securing more time from the special instructor for this class.

Letter to Mrs Dare 5/8/05

On motion of Mr. Wood, duly seconded, the matter of increasing the efficiency of the class in Illustration was referred to the Committee on Illustration to report at the next meeting of this body.

The matter of the poster referred to in Mr. Stratton's report was referred to the Principal to report at the next meeting.

The matter of the re-engagement of teachers and adjustment of salaries was referred to the President and Principal, to report at the next meeting.

Mr. France's action in obtaining the Mule was referred to the Executive Committee for approval with a favorable recommendation, on motion of Mr. Wood seconded by Mr. Jenks,

as was Dr.Matthews' request for the installation of new equipment-namely a set of 32 dye-baths-in the Dye-house.

The installation of the electrical machinery advocated in Mr.France's report was referred to the Committee on Laboratories and Machinery with the understanding that the matter be taken up whenever funds for such installation shall be available.

Mrs.Harrison,for the Committee on Furniture,reported that the class now has in process of construction some 20 pieces of furniture to be shown at the coming annual exhibition of school work.

Mrs.Hipple,for the Committee on Pottery School reported satisfactory progress and submitted samples of the latest firing. She also submitted a list of payments on account of this department since November 3.'04.

Mrs.Sinnott reported that the fund for the assistance of needy students now amounts to $707.25

The Bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned.

L. U. Miller

Secretary.

MINUTES of MEETING. COMMITTEE on INSTRUCTION.

Philadelphia, June 1, 1905

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Sts. at half past three o'clock to-day.

Present:-Mr. Search (in the Chair), Mr. Wm. Wood, Mr. Clothier, Mrs. Roberts, Mrs. Hipple, Mrs. John Wister, Mrs. Jones Wister, Mrs. Davis.

The Minutes of the last meeting were read and approved, the Principal's report was read and accepted, and the recommendations of the Report regarding the confirmation of the scholarships awarded as prizes at the Commencement exercises, were approved.

On motion of Mr. Clothier, duly seconded, it was
RESOLVED- that the Principal, in consultation with the President, be authorized to spend a sum not exceeding $500. for advertising for the ensuing year.

Communications explaining absence were received from Mr. Weygandt and Mrs. Ogden.

The Principal presented a report from Director France of the Textile School regarding the terms of the agreement by which Mr. William T. Lockett is engaged as assistant to Mr. Cox for the coming year, his compensation to be at the rate of $6. a week from July 1 to September 1, and at $65. per month thereafter. The report noted the fact that this arrangement has the endorsement of President Search, who had been given power to act in the matter by this Committee.

The bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned.

L. A. Miller

Secretary.

Through a misunderstanding to the effect that the President had been given power to act in the matter of re-engagement of teachers and adjustment of salaries for the coming year no report on this matter was presented at this meeting, and the matter was referred by the Secretary to the June meeting of the Executive Committee. (see letter to E.A. Barber, Sec'y, 6/2/05)

(This matter was subsequently settled by the President, see his letter of June 23, '05.)

MINUTES of MEETING. COMMITTEE on INSTRUCTION.

Philadelphia, October 5, 1905.

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, at half past three o'clock to-day.

Present:- Mr. Search (in the Chair), Mr. William Wood, Mr. Jenks, Mrs. Roberts, Mrs. Hipple, Mrs. John Wister, Mrs. Jones Wister.

The Minutes of the previous meeting were read and approved, and the Principal's Report was read and accepted, and the recommendations made therein, regarding the confirmation of appointments to scholarships, were approved.

Communications explaining absence were received from Mr. Weygandt, Mr. Clothier, and Mr. Cliff.

A communication from F.C. Fischer containing an estimate of $49. for doing the work on the roof of the boiler-house as recommended by Mr. France in his report (embodied in the Principal's report) was received, and on motion of Mr. Wood, seconded by Mr. Jenks, the bid was accepted and the work authorized.

Mr. Wood reported having made an inspection of the Textile School, and found the rooms in excellent condition. He recommended that the fire-ladders in the yard be put in good condition, and this work was authorized.

Mrs. Hipple reported that no answer had been received to the proposition which she made at the Annual Meeting of the Corporation to turn over the balance in her hands which had been raised for the support of the School of Pottery to the Treasurer.

On motion of Mr. Wood, seconded by Mr. Jenks, it was
RESOLVED- that Mrs. Hipple's report be accepted and that the management of this department be assumed by the Pennsylvania Museum and School of Industrial Art with the understanding that Mrs. Hipple shall retain the chairmanship of the Committee in charge of this department.

Mrs. Roberts, as Chairman of the Committee in charge of the Elizabeth Duane Gillespie Scholarships reported that the following ~~six~~ seven appointments had been made, leaving ~~six~~ five vacancies to be filled later,

Benjamin Kellman
C.P. Andrade
Handel Ashworth
Clarence G. Pease
A. Mabel Bawden
Christian Shonson
Nellie M. Patterson

and that the Rynear Williams Jr. Scholarship had been awarded to Miss Helene Von S. Ryde.

The report of Director Stratton, appended to the Principal's report, was taken up in detail, especially that portion of it relating to the need of more adequate provision for the class in Illustration.

After a full discussion of the subject, Mr. Jenks, offered to give $200. to provide for the employment of Miss Steel for 3 days instead of two.

On motion of Mr. Wood, duly seconded, the matter was referred to the Committee on Illustration with power to act.

The bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned,

L. U. Miller

Secretary.

L. U. Miller

MINUTES of MEETING. COMMITTEE on INSTRUCTION.

Philadelphia, November 2, 1905

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets at half past three o'clock to-day.

Present, Mr. Clothier, Mr. Jenks, Mr. Dana, Mrs. Harrison, Mrs. Roberts, Mrs. Sinnott, Mrs. Hipple, Mrs. John Wister. In the absence of the President, Mr. Clothier was called to the Chair.

The minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted, and his action in anticipating formal action of the Committee and engaging Miss Steel's services for an extra day as instructor in the Illustration Class, was approved.

Communications explaining absence were received from Mr. Search, Mr. Converse, Mr. Weygandt, and Mr. Cliff.

Mrs. Hipple, for the Committee on Pottery Class, and for the Committee on Students' Clubs, Mrs. John Wister for the Committee on printed and woven Fabrics, Mrs. Harrison for the Committee on Furniture, all reported progress.

Mrs. Roberts reported a gift of one thousand dollars from Miss Magee * to found a scholarship, (and suggested that this scholarship might be divided to provide opportunities for pupils able to attend only partial time.)

Mr. Dana gave an account of a visit to the Gobelin establishment and to the establishment of Mr. Ffoulke in Florence for repairing tapestry.

On motion of Mr. Jenks, seconded by Mr. Dana, the bills presented by the Principal as part of his Report were approved.

The meeting was then adjourned.

Leslie C. Mueller

Secretary.

* see also minutes of the meeting of this committee for January 4, '06

MINUTES of MEETING COMMITTEE on INSTRUCTION.

Philadelphia, December 7, 1905

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, at half past three o'clock to-day.

Present:-Mr. Search (in the Chair), Mr. Wood, Mr. Jenks, Mr. Dana, Mr. Clothier, Mr. Weygandt, Mr. Brock, Mrs. Harrison, Mrs. Hipple, Mrs. John Wister, Mrs. Sinnott, Mrs. Jones Wister.

The minutes of the previous meeting were read and approved, and the Principal's Report was read and accepted.

Communications explaining absence were received from Mrs. Roberts and Mrs. Davis.

On motion of Mr. Jenks, duly seconded it was

RESOLVED-that the Committee on Instruction has heard with much regret of the departure of Mr. Howard Fremont Stratton for Europe, owing to ill-health. The members of the Committee desire to convey to him their appreciation of his excellent, faithful, and long-continued work as Director of the School of Applied Art, and their earnest hope that his vacation may tend to restore him to health and enable him soon to resume his duties.

Ltr to Mr Stratton 12-9

On motion of Mr. Dana, duly seconded, the thanks of the Committee were tendered to Mr. Leicester DaCosta Ward for his service in conducting Mr. Behm's classes in the chemistry department during the latter's recent illness.

Ltr to Mr. Ward 12-11

On motion of Mr. Dana, seconded by Mr. Clothier the recommendation of the Principal that Mr. Scott's salary be increased to $1200. a year was approved, with the understanding that Mr. Scott should receive twelve monthly payments for the year's work instead of nine as has hitherto been the case, the amount of his monthly cheque to remain the same, namely $100.

Mr. Dana for the Committee on Drawing and Painting, Mr. Clothier for that on Modelling and Ceramics, Mrs. Hipple for that on Pottery, Mrs. John Wister for that on Printed and Woven fabrics, Mrs. Harrison for that on Furniture, all reported satisfactory progress.

Mrs. Sinnott reported the receipt of $100. from Miss Blanchard for the fund for aid of needy students, the total amount in which to date is $740.15

For the information of the Committee, Mr. Jenks reported the receipt of the following additions to the Treasury.

a) from Miss Magee, as the gift of Miss Julia Garrett. $5000.
b) from Franklin Spencer Edmonds Esq. as the bequest of Charles DeSilva. $1000.

On motion of Mr. Wood, duly seconded, the bills presented by the Principal as part of his Report were approved and ordered paid.

The meeting was then adjourned,

L. Miller

Secretary.

Minutes of Meeting. Committee on Instruction.

January 4th, 1906

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, Philadelphia, at half past three o'clock P.M., to-day.

Present:-Mr.Dana, Mr.Jenks, Mr.Cliff, Mrs.Harrison, Mrs.Roberts, Mrs.Hipple, Mrs. Ellison, Mrs.John Wister, Mrs.Sinnott, Mrs.Jones Wister.

In the absence of the President, Mr.Dana was called to the Chair.

The Minutes of the previous meeting were read and approved, and the Principal's report was read and accepted. On motion of Mr.Jenks the thanks of this Committee were extended to Mrs.Sinnott and to Platt Brothers for their donations as noted in the Principal's report.

Communications explaining absence were received from Mr.Search, Mr. Weygandt, and Mr.Clothier.

Mrs.Hipple called attention to an error in the Minutes of the meeting of this Committee held November 2d last in the paragraph noting Mrs.Roberts' report on the scholarship founded by Miss Magee. That the records of this Committee may be correct, Mrs.Roberts presented a report in the following form, to take the place of the paragraph in question in the minutes of the November meeting:-

That Miss Fannie S.Magee has given $1000. to found a scholarship in memory of her brother, Frank Hamilton Magee, and that the Committee on Scholarships, of the Associate Committee of Women, suggests that it may sometimes be found desirable to divide one full scholarship among two or more students attending only partial time.

Mr.Jenks for the Committee on Cotton manufacture, Mrs.Hipple, for that on Pottery class, Mrs.John Wister for that on Printed and Woven fabrics and Mrs.Hipple for that on Club-room, all reported progress.

Mrs.Roberts, for the Committee on Scholarships of the Associate Committee of Women, reported that scholarships had been awarded on the Elizabeth Duane Gillespie foundation to Miss Harriet Howard, and to Frederick A.Hall, in accordance with the recommendation of the Principal.

On motion of Mr.Jenks, seconded by Mrs.Harrison, it was voted to recommend to the Executive Committee that Mr.Stratton's salary be continued until further notice.

The bills presented by the Principal as part of his report, were approved and ordered to be paid.

The question of the advisability of selling the building and property which the School occupies at present and erecting a new building in another locality was discussed informally at considerable length, but no formal action was taken.

Mr.Cliff announced that the Mayor had this afternoon vetoed the appropriation of $15,000. to this School for 1906

The meeting was then adjourned,

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction

February 1st,1906

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets,Philadelphia,at half past three o'clock to-day.

Present:-Mr.Search (in the Chair),Mr.Jenks,Mr.Clothier,Mr.Dana,Mrs.Harriso Mrs.Hipple,Mrs.Roberts,Mrs.Sinnott,Mrs.John Wister,Mrs.Jones Wister,Mrs.Ellison.

The minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted. On motion,the Principal was authorized to send $250.to Mr.Hugh Graham to cover the hospital expenses of Mr.James Graham who was injured in the recent accident in the Chemical Laboratory,and to address Mr.Peter Fiebiger,whose son was directly responsible for the accident with the view of collecting at least a portion of this amount from him.

A communication explaining absence was received from Mr.Weygandt.

Mr.Dana,for the Committee on Drawing and Painting,Mr.Jenks for that on Cotton Manufacture,Mrs.Sinnott for that on Illustration,Mrs. Hipple for that on Pottery,Mrs.John Wister for that on Printed and Woven Fabrics,Mrs.Harrison,for that on Furniture,all reported progress.

Mrs.Hipple reported that the Students' Club had seen to it that Mr.Graham was constantly supplied with delicacies while in the hospital.

Mrs.Sinnott reported that $500. of the Students'Aid Fund had been deposited in Saving Funds,and that $255. is held as available for immediate use in case of need.

The recommendation in Mr.Scott's report that the iron rods in the Advanced Antique and Life-class rooms be removed was referred to a Committee, consisting of Mr.Dana,Chairman,and Mr.Clothier.

notified 2/3/06

The Chairman stated that the report made at the last meeting of this Committee to the effect that the bill appropriating $15,000. to this institution for 1906 had been vetoed by the Mayor,was evidently a mistake,arising from a misunderstanding of the Mayor's action in vetoing a portion of the appropriation to the Board of Public Education,it having been found,on investigation,that the amount intended for this institution was not included in the portion of the ordinance which the Mayor failed to approve,as was at first supposed.

The matter of change of location of the School was discussed and the Chairman stated that it was his intention to call very soon a special meeting of the Board of Trustees to take action regarding the sale of the present property at Broad & Pine Streets, and the possible purchase of a piece of property that had been examined in the feeling that it might be found available.

The bills presented by the Principal were approved and ordered to be paid. The meeting was then adjourned.

L. Mueller

Secretary.

Minutes of Meeting. Committee on Instruction.

Philadelphia, March 1, 1906

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad and Pine Streets, Philadelphia, at half past three o'clock to-day.

Present:-Mr. Jenks, Mr. Dana, Mr. Clothier, Mrs. Harrison, Mrs. Hipple, Mrs. Sinnott, Mrs. Roberts, Mrs. John Wister, Mrs. Jones Wister.

In the absence of the President, Mr. Jenks was called to the Chair.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted, the recommendations regarding the engagement of Mr. Muhr as teacher in the antique class for an extra day each week, and the refunding to J.F. Scheffler of $4.50 balance of tuition paid last fall, were authorized, and the appointment of Mr. Trout to succeed Mr. Churchman as assistant instructor in the architectural class was confirmed.

Communications explaining absence were received from Mr. Weygandt and Mr. Cliff.

Mrs. Hipple, for the Committee on Pottery Class, and for that on Students' Clubs, Mrs. John Wister for that on Printed and Woven Fabrics, Mrs. Sinnott for that on Illustration, all reported progress.

Mrs. Harrison, for the Committee on Furniture submitted a communication from acting Director Scott regarding the need of a small forge and anvil in the metal-work room, which would enable the students to make their own hardware for the cabinet-work executed in the wood-work and carving classes, and containing an offer from the Alumni Association to defray half the expense. On Mrs. Harrison's recommendation the purchase of the forge and anvil on these conditions was authorized.

Mr. Dana, for the committee appointed at the last meeting to consider the removal of the present guy-rods in the advanced antique class-room, reported by submitting a design for an alternative system of rods that would enable the present unsightly ones to be done away with, and, on motion, the Principal was authorized to obtain an estimate for replacing two of the present rods with this device, and to report at the next meeting.

Mrs. Hipple reported that $25. had been handed to her for the students' aid fund.

Mrs. Jones Wister presented an account of her interview with Mayor Weaver and her subsequent efforts to secure an increase in the City's

appropriation to the School for the current year, for the successful result of which she hoped.

Mr. Jenks reported that the property mentioned at the last meeting had been acquired at a cost of $173,000.

Mrs. Jones Wister suggested that it might be well to have a Committee appointed to make arrangements for the Commencement Exercises, and on motion, of Mr. Clothier, seconded by Mr. Dana, the President and Principal were appointed a Committee to make arrangements for the Commencement Exercises to be held the first Thursday in June at the close of the current school-year.

The bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned.

Leslie Williams

Secretary.

Minutes of Meeting. Committee on Instruction.

April 5,1906

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad and Pine Streets,Philadelphia,at half past three o'clock to-day.

Present:-Mr.Search (in the Chair),Mr.Pepper,Mr.Clothier,Mr.Wood,Dr.Lambdin, Mr.Jenks,Mr.Dana,Mrs.Harrison,Mrs.Sinnott,Mrs.Hipple,Mrs.John Wister,Mrs.Jones Wister,Mrs.Ellison.

The Minutes of the previous meeting were read and approved,and the Principal's Report was read and accepted.

A communication explaining absence was received from Mr.Weygandt.

The following communications were also received:-

a) from Thos.H.Mirkil,Jr. (3/20/06) asking for the return of a portion of the tuition fee paid for Miss Cora Mirkil. On recommendation of the Principal the return of $20. was authorized.

b) from J.S.Hurgeton,(2/28/06) asking for the return of a portion of tuition fee paid. On recommendation of the Principal,the return of $7. was authorized.

The Principal asked the Committee's authority for advancing Mr.Behm $100. additional to his salary for the half year ending July 1,1906, which was given.

Mr.Dana,for the Committee on Drawing and Painting,reported very satisfactory progress.

Mrs.Harrison,for the Committee on Furniture,reported regarding an advanced pupil (Samuel Yellin) whom it was hoped the School might find some means of employing which would enable it to retain his services as an instructor in iron-work next season. On motion,the matter was referred to a committee consisting of Mrs.Harrison,Mr.Miller,and acting Director Scott of the Art School.

Mr.Clothier for the Committee on Modelling,Mrs.Sinnott for that on Illustration,Mrs.Hipple for that on Pottery,and for that on Students' Clubs, all reported progress.

Mrs.John Wister,for the Committee on Printed and Woven Fabrics urged the continuation of the salary formerly paid to Mr.Lockett,as requested in Mr.France's report. On motion of Mr.Wood,duly seconded,Mr. France's recommendation was approved and the continuation of the salary formerly paid Mr.Lockett,for whom Mr.France is confident of securing a successor,was authorized.

The bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned,

L. Miller

Secretary.

MINUTES of MEETING. COMMITTEE on INSTRUCTION.

Philadelphia, May 3d, 1906

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, at half past three o'clock to-day.

Present:-Mr. Jenks, Mr. Dana, Mr. Pepper, Mrs. Harrison, Mrs. Roberts.
In the absence of the President, Mr. Jenks occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.
On motion, duly seconded, Mr. Scott's recommendation, contained in the Report, regarding the purchase of woodworking machinery was approved, and referred with a favorable recommendation to the Executive Committee.
On motion, duly seconded, the purchase of the two vats requested by Mr. France was authorized.

The matter of the re-engagement of teachers and adjustment of salaries for the new school-year was, on motion, referred to the President and Principal, with power to act. *

The resignations of Miss Steel and Mr. Barker were accepted with regret.

Mrs. Roberts, for the Committee on Scholarships on the Elizabeth Duane Gillespie foundation reported that five appointments had been made, leaving seven vacancies.

Communications explaining absence were received from Mr. Clothier, and Mrs. Wister.
A communication was also received from Mrs. Hipple, explaining absence and reporting that the balance of $100. in the Pottery School fund which had not been collected at the time the fund was turned over to the institution by her Committee, had since been collected by her and paid over to the Treasurer.

On motion, duly seconded, the bills presented by the Principal as part of his Report, were approved and ordered to be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction.

June 11,1906

The regular monthly meeting of the Committee on Instruction was called for Thursday afternoon,June 7th at 3-30 o'clock,at the School building, but no quorum was present,and the meeting adjourned to meet at the same address on Monday morning,June 11, at 11.30 A.M.

The meeting of the Instruction Committee,adjourned from June 7th,was held at the School Building,Broad and Pine Streets,on Monday morning,June 11,at 11.30 A.M.

Present:-Mr.Search,in the Chair,Mr.Jenks,Mr.Weygandt,Mr.Clothier,Mr.Wood,Mrs. Roberts,Mrs.Hipple,Mrs.John Wister,Mrs.Jones Wister.
The Minutes of the previous meeting were read and approved.
The Principal's Report was read and accepted,and the recommendations contained therein regarding scholarships were approved.

Mrs.Roberts reported that of the fourteen scholarships at the disposal of her Committee, (12 on the Elizabeth Duane Gillespie foundation,and one each on the Rynear Williams,Jr.,and Frank Hamilton Magee foundations) six had been filled for next year,leaving eight vacancies.

The matter of the kiln,as referred to in the Principal's Report,was referred, with power to act,to the Principal,in consultation with Mr.Volkmar, and with the Committee on Pottery Class,Mrs.Hipple,Chairman.

On motion of Mr.Jenks,seconded by Mr.Clothier,the bills presented by the Principal as part of his Report were approved and ordered to be paid, and the Treasurer was authorized to advance to the Principal $524. to pay for the expenses incidental to the Commencement Exercises, as follows:-

Rental of Academy of Music,and attendants.....	$ 314.
Erastus G.Smith,delivering address.....	100.
W.R.Stobbe,Music.....	60.
Keegan,Decorations.....	50.
	$ 524.

The meeting was then adjourned,

Leslie W. Miller

Secretary.

MINUTES of MEETING. COMMITTEE on INSTRUCTION.

Philadelphia, May 3d, 1906

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, at half past three o'clock to-day.

Present:-Mr. Jenks, Mr. Dana, Mr. Pepper, Mrs. Harrison, Mrs. Roberts.
In the absence of the President, Mr. Jenks occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.
On motion, duly seconded, Mr. Scott's recommendation, contained in the Report, regarding the purchase of woodworking machinery was approved, and referred with a favorable recommendation to the Executive Committee.
On motion, duly seconded, the purchase of the two vats requested by Mr. France was authorized.

The matter of the re-engagement of teachers and adjustment of salaries for the new school-year was, on motion, referred to the President and Principal, with power to act. *

The resignations of Miss Steel and Mr. Barker were accepted with regret.

Mrs. Roberts, for the Committee

* the action of this Committee was as follows:-

Changes in salaries of teachers for the new school-year

	1905-06	1906-07	Increase	Decrease
Charles T. Scott	$1200.	$1500.	$300.	
A. W. Barker	700.	1000.	300.	
J. F. Copeland	900.	1000.	100.	
Albert Behm	1000.	1200.	200.	
J. Harry Shinn	1200.	1500.	300.	
Edw. A. Hoyt	1200.	----		$1200.
			$1200.	$1200.

Approved J. Pearson Chm

Minutes of Meeting. Committee on Instruction.

June 11,1906

The regular monthly meeting of the Committee on Instruction was called for Thursday afternoon,June 7th at 3-30 o'clock,at the School building, but no quorum was present,and the meeting adjourned to meet at the same address on Monday morning,June 11, at 11.30 A.M.

The meeting of the Instruction Committee,adjourned from June 7th,was held at the School Building,Broad and Pine Streets,on Monday morning,June 11,at 11.30 A.M.

Present:-Mr.Search,in the Chair,Mr.Jenks,Mr.Weygandt,Mr.Clothier,Mr.Wood,Mrs. Roberts,Mrs.Hipple,Mrs.John Wister,Mrs.Jones Wister.
The Minutes of the previous meeting were read and approved.
The Principal's Report was read and accepted,and the recommendations contained therein regarding scholarships were approved.

Mrs.Roberts reported that of the fourteen scholarships at the disposal of her Committee, (12 on the Elizabeth Duane Gillespie foundation,and one each on the Rynear Williams,Jr.,and Frank Hamilton Magee foundations) six had been filled for next year,leaving eight vacancies.

The matter of the kiln,as referred to in the Principal's Report,was referred, with power to act,to the Principal,in consultation with Mr.Volkmar, and with the Committee on Pottery Class,Mrs.Hipple,Chairman.

On motion of Mr.Jenks,seconded by Mr.Clothier,the bills presented by the Principal as part of his Report were approved and ordered to be paid, and the Treasurer was authorized to advance to the Principal $524. to pay for the expenses incidental to the Commencement Exercises, as follows:-

Rental of Academy of Music,and attendants.....	$ 314.
Erastus G.Smith,delivering address.....	100.
W.R.Stobbe,Music.....	60.
Keegan,Decorations.....	50.
	$ 524.

The meeting was then adjourned,

Leslie Z. Miller

Secretary.

Minutes of Adjourned Meeting. Committee on Instruction.

October 10,1906

The regular monthly meeting of the Committee on Instruction was called for Thursday afternoon,October 4,at the usual hour,at the School Building,Broad & Pine Streets,but no quorum was present and no business was transacted. By order of the Chair the meeting was adjourned until Wednesday,October 10,and notices were sent out accordingly.

The adjourned meeting was held at the School Building,Broad & Pine Sts., Philadelphia at half past three o'clock to-day.

Present:-Mr.Search (in the Chair),Mr.Jenks,Mr.Wood,Dr.Lambdin,Mrs.Jones Wister,Mrs.Ellison.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted,and it was resolved that the recommendation that 8 employees be transferred from the monthly salary list to the weekly pay-roll be referred to the Executive Committee with a favorable recommendation.

Regarding the Principal's recommendation in the case of the salaries of Mr.Lockett and Mr.Lefferts,no action was taken,as it was the understanding of the members that the amounts drawn on these accounts were very properly used by Mr.France to procure substitutes for these teachers.

The appointments to scholarships noted in the Principal's Report were confirmed.

The action of the Principal in reducing the expenses of the Pottery Class by discontinuing,in part at least,the engagement of Mr.Volkmar was approved with the understanding that the Committee would still be glad to see Mr.Volkmar continue his connection with the class to such an extent as might be deemed advisable when the work of the year was more definitely developed.

The following communications were received-

a) explaining absence from the meeting called for October 4. from Mr.Jenks,Mr.Dana,Mr.Weygandt,Mrs.Sinnott.
b) explaining absence from to-day's meeting,from Mr.Dana,Mr. Clothier,Mr.Weygandt,Mrs.Sinnott.
c) from Mr.Barber,conveying the request of the Museum Committee that a carpet for the Museum ~~xxxxx~~ Library be woven in the Textile School.

The request of the Museum Committee that the Textile School be asked to undertake the weaving of a carpet for the Museum Library was referred to the Director of the Textile School with a request that he report at the next meeting of this Committee.

d) from L.C.Madeira & Sons. (referred to in the Principal's Report,giving the permission of the Underwriters to the

installation of the wood-working machinery authorized by this Committee at the May meeting, subject to the approval of the Executive Committee, and by that Committee subject to the approval of the underwriters.

The bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned,

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. November 1,1906

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets,Philadelphia,at half past three o'clock to-day.

Present:- Mr.Search (in the Chair) Mr.Clothier,Mr.Dana,Mr.Jenks,Mr.Wood, Mrs.Harrison,Mrs.John Wister.

The minutes of the previous meeting were read and approved,and the Principal's Report was read and accepted.

The Principal reported that he had refunded to Adolph Winkler,who had enrolled in the Textile night class but had been unable to attend, the amount of his fee,fifteen dollars,and this action was approved.

The award of a scholarship on the Barton foundation to Mary J.Murphy,vice Paul Wegner,resigned,was approved.

Communications explaining absence were received from Mr.Weygandt and Mrs. Jones Wister. Mrs.Roberts sent a letter explaining enforced absence from the meeting,and reporting that all scholarships but two on the Elizabeth Duane Gillespie foundation are filled,and ~~xxx~~ that the Frank Hamilton Magee scholarship is not yet filled,as it is hoped that Miss Magee,the donor of the scholarship,will nominate a candidate .

The Principal was instructed to send to the Museum Committee a copy of that part of Mr.France's report relating to the proposed manufacture of a carpet in the Textile School for the Museum Library.

Mrs.Harrison,as Chairman of the Committee on Furniture and Metal-work, reported the installation of the wood-working machinery as authorized by this Committee and the Executive Committee last Spring,and also reported the beginning of work in forging by Mr. Yellin,for whom some orders had been secured.

No other reports of sub-committees were presented.

Mr.Wood,Chairman,and Mr.Jenks,were appointed a Committee to confer with the officials of the Philadelphia Rapid Transit Company regarding the location of a station of the Broad St.Subway near the new location of the School at Broad St.and Allegheny Avenue.

Mr.Wood,in support of a recommendation in Mr.France's Report,suggested that the matter of a petition to be presented to the next Legislature be referred to the Principal,Mr.France,Mr.Stratton, and the School Staff with a request that they prepare a suitable petition and secure signatures in duplicate,and report at the next meeting of this Committee.

The bills presented by the Principal were approved and ordered to be paid.

The meeting was then adjourned.

Leslie C. Miller

Secretary.

December 6,1906

The regular monthly meeting of the Committee on Instruction was called for to-day at the School Building,at 3.30 o'clock P.M.,but no quorum was present and no business was transacted.

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction.

Philadelphia, January 3, 1907

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, at half past three o'clock to-day.

Present:-Mr. Dana, Mr. Clothier, Mrs. Harrison, Mrs. Roberts, Mrs. Sinnott, Mrs. John Wister, Mrs. Jones Wister. In the absence of the President, Mr. Clothier was called to the Chair.

The minutes of the previous meeting were read and approved, and the Principal's Report was read and accepted, and the recommendations contained therein regarding the award of certain scholarships were approved.

A communication explaining absence was received from Mr. Weygandt.

Mrs. Harrison for the Committee on Furniture, and Mrs. John Wister for that on Printed and Woven Fabrics both reported progress.

Mrs. Harrison reported that Mrs. Davis had resigned from the Associate Committee of Women, and consequently was to be regarded as having resigned from this Committee as well.

On motion of Mr. Dana, duly seconded, it was

RESOLVED-that it is the sense of this Committee that Horticultural Hall should be secured for the Commencement in preference to the Academy of Music.

On motion of Mrs. Jones Wister it was

RESOLVED-that the Committee on Instruction recommends that an invitation to speak at the next Commencement be extended by the proper Committee of the Trustees to Governor Stuart and to Speaker McClain.

On motion of Mr. Dana, duly seconded, the Bills presented by the Principal were approved and ordered to be paid.

The meeting was then adjourned,

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction.

Philadelphia, February 7, 1907

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, at half past three o'clock today.

Present:-Mr. Dana, Mr. Clothier, Mrs. Harrison, Mrs. Roberts, Mrs. Sinnott. In the absence of the President, Mr. Dana occupied the Chair.

The Minutes of the previous meeting were read and approved, and the Principal's Report was read and accepted.

A communication was received from Mr. Weygandt, explaining absence, and one from Mrs. Jones Wister.

The following communications asking for the return of portions of tuition fees were presented and acted upon.

1. from Chas. Wainwright, tuition of Miss Bessie Wainwright, Voted, to return $30.

2. from C.I. Wahler, tuition of Edwin Wahler, Voted, to return $14.

3. from Mrs. P.A.M. Brooks, tuition of Grace Brooks, Voted, to return $50.

On the recommendation of the Principal, the award of the scholarship on the DeSilver foundation to Eleanor Shaw was approved.

Mrs. Harrison, for the Committee on Furniture reported that orders for carving and cabinet-work of considerable importance had recently been executed for Miss Sinclair, Mrs. Rockwell, and Miss Rohm, and that a small class in wrought-iron work had been organized, and that satisfactory progress was being made in the department.

Mrs, Sinnott for the Committee on Modelling & Ceramics, reported progress.

Mrs. Roberts for the Committee on Scholarships of the Associate Committee of Women reported a visit to the evening classes conducted by Mr. Samuel S. Fleisher, and reported that two applicants from these classes would be recommended for scholarships at the meeting of the Associate Committee to-morrow.

Mrs. Sinnott, for the Committee on Students' Aid Fund reported very satisfactory progress, the fund now amounting to $845.47. She also reported the case of Mr. Mervine, the first beneficiary of this fund, who had recently returned the amount loaned him, adding an equal amount as a gift to the fund.

The bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned,

Leslie U. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. March 7,1907

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Streets,at half past three o'clock to-day.

Present:- Mr.Search (in the Chair),Mr.Dana,Mrs.Harrison, Mrs.Hipple,Mrs.Sinnott.

The Minutes of the previous meeting were read and approved and the Principal's Report was read and accepted.

The Principal supplemented his report by an oral statement of the terms on which Dr.Matthews was willing to stay.

On motion,duly seconded it was

Dr.Matthews' Salary

RESOLVED that Dr.Matthews' compensation be increased to $2,500. for the year beginning January 1,1907.

It was further

RESOLVED that the Committee are unanimous in favoring the proposal to advance Dr.Matthews' salary from time to time until it reaches $3,500. a year.

Communications explaining absence were received from Mrs. John Wister and from Mrs.Roberts.

A communication (3-5-07) from Mayor Weaver (in response to a letter from the Principal on 2-21-07,complaining of the presence of the pipes for new water-mains which have obstructed the street and curb in front of the school building since last October,) stating that the matter has been referred to the Filtration Bureau and that everything possible is being done to relieve the situation.

Mrs.Harrison for the Committee on Furniture reported progress.

Mrs.Sinnott for the Committee on Pottery department reported the ordering of a new wheel,and stated that the kiln probably needed rebuilding.

On motion,duly seconded,the matter of rebuilding the

Rebuilding Kiln

kiln was recommitted to the Committee on Pottery School, with power to act in consultationwith the Principal.

Bills

The bills presented by the Principal were approved and ordered to be paid.

The meeting was then adjourned.

Leslie W. Miller
Secretary.

Minutes of Meeting. Committee on Instruction.

Philadelphia, April 4, 1907

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, at half past three o'clock to-day.

Present:- Mr. Dana, Dr. Lambdin, Mrs. Harrison, Mrs. Sinnott, Mrs. Hipple, Mrs. John Wister, Mrs. Roberts, Mrs. Mifflin.

In the absence of the President Mr. Dana was called to the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted, and the thanks of the Committee were voted to the donors noted therein.

Mrs. Harrison, for the Committee on Furniture and Woodwork reported progress,

Mrs. Sinnott, for the Committee on Pottery class reported that the kiln was unsatisfactory for glazing, but that it was not feasible to rebuild at this time.

On motion duly seconded, it was
RESOLVED that the Committee on Pottery Class be authorized to have the large kiln rebuilt during the coming summer, under Mr. Volkmar's supervision, provided, that its efficiency be guaranteed for one year, and that all expense incident to the rebuilding be borne by the special fund raised for this department.

Mrs. Roberts, for the Committee on Scholarships of the Associate Committee reported the assignment of two half-scholarships to pupils from Mr. Fleisher's classes at 410 Christian St.

Mrs. Harrison, for the Committee on Wrought Iron Work, reported that she held a fund, the gift of Miss Blanchard, to be used in purchasing samples of work in iron to be retained by the school.

The recommendations in the Principal's report were then discussed, and it was, on motion, duly seconded,

RESOLVED that the Principal be authorized to engage Horticultural Hall for the Commencement Exercises next June.

RESOLVED that the arrangements for the Commencement Exercises, including the engagement of a speaker or speakers be referred to the President and Principal with power to act.

RESOLVED that Mr. France be requested to be in readiness to appear before the Executive Committee at its next

meeting, to report and confer regarding the selection of a successor to Dr. Matthews.

RESOLVED that the School of Modern Languages be discontinued after the present season.

RESOLVED that the matter of retaining the "For Sale" signs on the school building be referred to the Committee having in charge the matter of the sale of the property.

The bills presented by the Principal as part of his report were approved, and ordered to be paid.

The meeting was then adjourned,

Percy Chas. Miller

Secretary pro.tem.

Minutes of Meeting. Committee on Instruction.

Philadelphia, May 2, 1907

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, at half past three o'clock P.M. to-day.

Present- Mr. Search (in the Chair), Mr. Jenks, Mr. Dana, Mr. Clothier, Mr. Seeler, Mrs. Harrison, Mrs. Sinnott, Mrs. Hipple, Mrs. Mifflin.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

Communications explaining absence were received from Mrs. Jones Wister and from Mrs. Roberts.

Mr. Dana, for the Committee on Drawing and Painting, Mr. Clothier for that on Modelling and Ceramics. Mr. Jenks for that on Cotton manufacture and Mrs. Mifflin for that on Illustration, all reported progress. Mrs. Mifflin also expressed the hope that a few books could be provided for the Illustration class.

Mrs. Sinnott, for the Committee on Pottery reported a meeting of the Committee at which Messrs Volkmar and Lewellan were present, and her Committee recommended that the kiln be rebuilt this summer under Mr. Volkmar's direction. On motion of Mrs. Harrison, duly seconded, the report was accepted and the rebuilding of the kiln authorized.

Mr. Clothier reported for a delegation of the Trustees that he had attended a hearing of the Committee on Appropriations at Harrisburg on April 4th, and stated that the Committee had recommended an appropriation of $100,000.

The bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned,

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. June 6,'07

The regular monthly meeting of the Committee on Instruction was held at the School Building.Broad & Pine Streets at half past three o'clock to-day.

Present:- Mr.Search (in the Chair),Mrs.Roberts,Mrs.Sinnott, Mrs.John Wister,Mrs.Jones Wister.

The minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.and the thanks of the Committee voted to the various donors noted therein.

The awards of Prize Scholarships at the Commencement to be held this evening,in accordance with the recommendation in the Principal's Report,were approved.

Communications explaining absence were received from Mr.Jenks,Mr.Clothier.Mrs.Mifflin.

On motion duly seconded,the bills presented by the Principal were approved and ordered paid.

The meeting was then adjourned.

Leslie Mueller

Secretary.

Minutes of Meeting. Committee on Instruction.

October 3rd,1907

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets at half past three o'clock to-day.

Present:- Mr.Search (in the Chair),Mr.Jenks,Mr.Clothier, Mr.Bond,Mr.Wood,Mr.Wister,Mrs.Hipple,Mrs.Sinnott,Mrs. John Wister.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted,and its recommendations regarding scholarships were approved.

Communications explaining absence were received from Mr. Seeler and Mrs.Harrison.

Mrs.Sinnott,for the Committee on Pottery Class reported that the Committee had decided that it was not expedient to rebuild the kiln this year,arrangements having been made with Mr.Volkmar to fire the glazed work. It was also reported that Mr.Volkmar would continue to instruct the class,devoting to the work such amount of time as was found to be necessary.

The bills presented by the Principal as part of his report were approved and ordered to be paid.

The meeting was then adjourned,

Leslie Miller

Secretary.

Minutes of Meeting. Committee on Instruction.

November 7,1907

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets,at 3.30 P.M.to-day

Present:-Mr.Jenks,Mr.Clothier,Mr.Wood,Mr.Dana,Mr.Seeler,Mr. Bond,Mrs.Harrison,Mrs.Sinnott,Mrs.John Wister,Mrs.Jones Wister,Mrs.Hipple,Mrs.Mifflin.

The minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted,and the recommendations therein regarding scholarships and the return of fees were approved.

The following communications were received-

a. from Mr.Search,explaining absence.

b. from Mrs.Roberts,explaining absence and reporting one vacancy in the Gillespie scholarships,being held for an exceptional candidate.

c. from A.H.Hall & Sons. in response to inquiry by the Principal,giving an estimate of $58. each on new tanks to replace the present ones in the attic which are in poor condition.

Tanks. The matter of replacing the tanks in the attic of the School building was referred to a committee,consisting of Mr. Wood and Mr.Bond,with power to act.

d. from Dorothy Oakman,obliged to leave school on account of ill-health,asking that tuition fees for November and December,paid in advance,be refunded.

On motion,the return of $20. to Miss Oakman was authorized.

e. from Miss Boeck,Registrar,asking for an increase in salary.

Miss Boeck's salary. The matter of a possible increase in Miss Boeck's compensation was referred to the President and Principal,with power to act.

Bills approved. The bills presented by the Principal as part of his Report were approved and ordered paid.

Reports of committees. Mr.Dana,for the Committee on Drawing and Painting,and Mrs. Harrison,for that on Metal-work and furniture,reported progress.

Mrs.Sinnott,for the committee on Pottery announced that Mr. Volkmar will come every other week hereafter.

Mrs.Mifflin,for the committee on Illustration,reported that the class was very large,too large as it seemed to her for the instructor (Miss Fratz) to do justice to.

At the request of the Chairman of the meeting,the Principal stated that the size of the class was undoubtedly due to the presence of a number of pupils who were not qualified to go on with the work in Composition which was Miss Fratz' particular province,and would probably be distributed in the drawing classes as soon as the probationary work,to which the first part of the school year was largely devoted,had been accomplished and the advanced class more completely organized. He explained that the class was a very attractive one and that there was always a large number of applicants whose preparation was by no means sufficiently thorough to enable them to profitably pursue the more advanced work,but they were given a little time to adjust themselves to the methods of the school, and received definite assignments in the more general preparatory work.

Mrs.John Wister,for the Committee on Printed and Woven Fabrics, expressed the wish that the school could be more effectively advertised. The subject was discussed at some length and referred to the Committee on Publicity.

Mrs.Sinnott,for the Committee on Student's Fund reported satisfactory progress. All advanced made to needy students have been returned with the exception of $10.

The appointment of the following Committees was announced,the Chairmen in every case to make up their own committees-

1. School Building.....	Chairman-	Jones Wister.
2. Heat,Light & Power.....	"	Charles Bond
3. Weaving & related branches.....	"	William Wood
4. Drawing & Painting.....	"	Chas.E.Dana
5. Modelling & Carving.....	"	Edgar V.Seeler
6. Furniture & Metal-work.....	"	Mrs.John Harrison
7. Pottery.....	"	" Jos.F.Sinnott
8. Illustration.....	"	" James Mifflin
9. Jacquard and Printed Fabrics...	"	" John Wister
10. Cotton Manufacture.....	"	Jno.Story Jenks
11. Woollen & Worsted Manufacture..	"	Chas.H.Harding
12. Silk Manufacture.....	"	Isaac H.Clothier
13. Chemistry & Dyeing.....	"	Thos.S.Harrison
14. Publicity.....	"	Dr.A.C.Lambdin

The meeting was then adjourned,

L. Wuller

Secretary.

Minute of Meeting. Committee on Instruction.

Philadelphia, December 12th, 1907

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, at half past three o'clock P.M., to-day.

Present:-Mr.Search, (in the Chair,) Mr.Dana, Mr.Seeler, Mr.Harrison, Mr.Bond, Mrs.Harrison, Mrs.Roberts, Mrs.Sinnott, Mrs.Hipple, Mrs.Mifflin, Mrs.Jones Wister.

Communications explaining absence were received from Mr.Jenks and Mr.Clothier.

A communication was presented from Mr.Harrison, declining, because of ill health and frequent absence from the city, to serve as Chairman of the Committee on Chemistry and Dyeing. [illegible]

The Principal's Report was read and accepted.

On recommendation of the Principal the return of $25. tuition money was authorized to ~~Mxxx~~ Mary Clement, who had been compelled to withdraw from the school after one month's attendance, owing to ill health.

On recommendation of the Principal a Barton scholarship was awarded to Edna Schirmer, on the basis of an application filed in the regular way and endorsed by Mr.Stratton.

Reports of Committees

Mr.Bond for the Committee on Heat, Light and Power, Mr.Dana for that on Drawing and Painting, Mrs.Harrison for that on Furniture and Metal-work, all reported progress.

Mr.Seeler, for the Committee on Modelling and Carving, reported that he had spent an hour in the class to-day and was much pleased with the work. He recognized especially the intelligent adaptation of aims and methods to the purposes which were distinctly characteristic of this institution.

Mrs.Sinnott, for the Committee on Pottery reported that the Garden Club had been invited to meet here on Friday, December 13th to inspect the work.

Mrs.Sinnott, for the Committee on Students'Loan Fund, reported a donation to that fund of $100.

Mrs.Roberts, for the Associate Committee's Scholarship Committee reported that all places at the disposal of her Committee were filled.

On motion of Mrs.Harrison a vote of thanks was passed to the Archaeological Museum of the University of Pennsylvania, for courtesies extended to students of this school.

The bills presented by the Principal were approved.

The meeting was then adjourned, L. Miller secretary.

Minutes of Meeting. Committee on Instruction.

Philadelphia, January 2, 1907.

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, at half past three o'clock P.M., to-day.

Present- Mr. Search (in the Chair), Mr. Jenks, Mr. Dana, Mr. Bond, Mrs. Harrison, Mrs. Roberts, Mrs. Hipple, Mrs. John Wister, Mrs. Mifflin.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

The following communications were received-

a. from Dr. Lambdin, accepting appointment as Chairman of the Committee on Publicity.

b. from Mrs. Sinnott, Mr. Clothier, Mr. and Mrs. Jones Wister, explaining absence.

Reports of Committees

Mr. Bond, for the Committee on Heat Light & Power, Mr. Dana for that on Drawing & Painting, Mr. Jenks, for that on Cotton Manufacture, Mrs. Harrison, for that on Furniture & Metal-work, Mrs. Roberts for that on scholarships at the disposal of the Associate Committee, Mrs. Mifflin, for that on Illustration, all reported progress. Mrs. John Wister, for the Committee on Printed & ~~Woven~~ Jacquard Fabrics reported that, although some delay had been caused by Dr. Matthews' leaving, the new printing machine is now installed and working satisfactorily.

T-Square Club requests use of room for exhibition.

The Principal presented a request from the T-Square Club for the use of the Textile Exhibition Room for its annual exhibition in April.

On motion of Mr. Jenks, seconded by Mrs. Harrison, it was resolved that it is inexpedient to grant the request of the T-Square Club at this time.

The bills presented by the Principal as part of his Report were approved and ordered to be paid.

The meeting was then adjourned.

L. W. Miller

Secretary.

MINUTES of MEETING. COMMITTEE on INSTRUCTION. Febeuary 6, 1908.

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, at half past three o'clock to-day.

Present-Mr. Search (in ths Chair), Mr. Dana, Mr. Clothier, Mr. Harrison, Mr. Bond, Mr. Wister, Mrs. Harrison, Mrs. Sinnott, Mrs. Hipple.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.
On Mr. France's recommendation, included in the Principal's Report, the return of $120. of the fee paid by Rev. C. A. Holla for Lansing Pruyn, who had been compelled to withdraw from the school through illness, was authorized.

On motion, duly seconded, Mr. France was authorized to make a trip to Washington with a view to obtaining from the museum of the Patent Office, now discontinued, any models that may be available bearing upon the work of the Textile School.

Letter 2-7

The Principal supplemented his report by presenting the written request of John W. Clark asking that a portion of his tuition fee be remitted, as he had been absent for a portion of the year through illness.

On motion, duly seconded it was voted that Mr. Clark's request be denied, as his absence has only put extra work upon the teachers in enabling him to make up for time lost.

Letter 2-7

Communications explaining absence were received from Mr. Jenks, Mrs. Mifflin, and Mrs. Roberts.

Mrs. Roberts, by letter, reported that her Committee desired to appoint Miss Mary Tyson to the Frank Hamilton Magee scholarship, and to give a half scholarship on the Elizabeth Duane Gillespie foundation to John Bell. On motion, duly seconded, these appointments were duly authorized.

Reports of Committees

Mr. Bond, for the Committee on Heat Light and Power presented a written report, which was duly accepted. (see letter-file.) The matter of proper protection against a dangerous belt in the Engine Room was referred to Mr. Bond's Committee with power to act.
In accordance with the recommendation in the report that the wages of the engineering force be increased, the following figures were authorized, to take effect February 1-

T. Ridington	to receive	$22.	per week,		
C.	"	"	15.	"	"
N. E. Whitehead"		"	16.	"	"

Letter to Mr Bond 2-11

The following Chairman of Committees reported progress- Mr. Dana, for that on Drawing & Painting, Mrs. Harrison for that on Furniture & Metal-work, Mrs. Sinnott, for that on Pottery, and for that on Students' Loan Fund, Mr. Clothier for that on Silk Manufacture, and Mr. Harrison for that on

2. Chemistry & Dyeing.

Mr.Harrison reported that he had received as a gift from the Chairman of the Committee on Furniture and Metal-work a very beautiful and interesting lantern in wrought-iron executed in the School.

Bills approved. The bills presented by the Principal as part of his report were approved and ordered to be paid.

Adjournment The meeting was then adjourned.

Leslie H. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. March 5,1908

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets,Phila. at half past three o'clock to-day.

Present:- Mr.Search,(in the Chair,)Mr.Jenks,Mr.Wood,Mr.Dana, Mr.Clothier,Mr.Seeler,Mr.Harrison,Mr.Wister,Mr.Gay,Mrs. Harrison,Mrs.John Wister,Mrs.Hipple,Mrs.Mifflin.

The Minutes of the previous meeting were read andapproved,and the Principal's Report was read and accepted.

A communication was received from Mrs.Cornelius Stevenson suggesting titles for three popular lectures,and submitting a syllabus of the proposed course for curators.

On motion of Mr.Jenks,seconded by Mr.Dana,it was ordered that arrangements be made for three lectures by Mrs.Stevenson as suggested in her letter,to be held at the School at 4 P.M.,and open to the public. It was also ordered that invitations to attend be sent to all members of the corporation,and that the lectures be advertised in the daily papers. The matter of publicity was referred,on motion,to Dr.Lambdin.

On motion of Mr.Seeler,duly seconded,it was voted that talks at the Museum by Mrs.Stevenson,for the benefit of pupils of the School and the general public,be arranged as soon as possible,and that the matter of arranging the details be referred to a committee,which shall also confer with Mrs. Stevenson regarding the proposed course for curators, and report to this committee at its next meeting. The Chair announced the appointment of this Committee as follows-

John Story Jenks,Chairman,E.A.Barber,Charles E.Dana,E.V. Seeler,Mrs.Cornelius Stevenson,Mrs.John Harrison,L.W.Miller.

Mr.Wister,for the Committee on School Building,reported satisfactory condition of building,and his approval of the Principal's action in regard to trimming trees,as noted in the Principal's report presented at this meeting.

Mr.Clothier,for the Committee on Silk Manufacture,announced the selection of Messrs.Rossmässler and Landon as the other members.

Mr.Harrison,for the Committee on Chemistry & Dyeing,Mrs.John Wuster,for that on Jacquard and Printed fabrics,and Mr.Jenks, for that on Cotton manufacture,all reported progress.

The Chair announced the appointment of Mr.Gay as Chairman of the Committee on Woolen and Worsted manufacture,in place of Mr.Harding.

The bills presented by the Principal were approved and ordered to be paid.

The meeting was then adjourned,

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. APRIL 2,1908

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Streets,Phila., at half past three o'clock to-day.

Present:-Mr.Search,(in the Chair,)Mr.Wood,Mr.Dana,Mr.Jenks, Mr.Clothier,Mr.Seeler,Mr.Bond,Mrs.Ellison,Mrs.Sinnott,Mrs. John Wister.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

Communications explaining absence were received from Mr.Gay, (through Mr.Search),Mrs.Harrison,Mrs.Mifflin,Mrs.Roberts.

Reports of Committees

The committee appointed at the last meeting to arrange for Mrs.Stevenson's talks at the School and at Memorial Hall, and to confer with her regarding the proposed course for Curators submitted by way of report a copy of the Minutes of its meeting of March 10th. (for these Minutes in full see unde 'Miscellaneous Reports' in vertical file.)

The committee recommended that a course for Curators,as suggested by Mrs.Stevenson,be established. The Committee had also resolved 'that a series of informal talks on the collections of the Museum at Memorial Hall be given by Mrs. Stevenson and others,on successive Saturdays,from April 18 to May 16,inclusive,at three o'clock P.M.

The Principal (as Secretary of the committee) reported that he had construed the committee's instructions regarding advertising Mrs.Stevenson's lectures at the School as complied with by sending invitations and news items to all the papers rather than by the insertion of paid advertisements.

No action was taken on the report,but approval of the secretary's action in regard to advertising was expressed by several members.

Mr.Bond,for the Committee on Heat,Light & Power reported the satisfactory completion of the alterations in the engine-room,authorized at the February meeting.

Mr.Wood,for the Committee on Weaving and related branches, reported satisfactory progress. He also announced the selection of the members of his committee,as follows- John G.Carruth,Wm.T.Galey,Geo.F.Hutchins,Jas.Stewart,Willis Fleisher.

Mr.Dana,for the Committee on Drawing and Painting,Mr.Seeler for that on Modelling and Carving,Mrs.Sinnott,for that on Illustration,Mrs.John Wister for that on Printed and Jacquard Fabrics,all reported satisfactory progress.

Mr.Gay,through Mr.Search,reported progress in the organization of the committee on Woollen and Worsted manufacture.

Mr.Jenks,for the Committee on Cotton manufacture reported satisfactory progress,and the addition of Robert Beatty to his committee.

Mr.Clothier,for the Committee on Silk manufacture,reported satisfactory progress,and the completion of his committee. Mr.Landon declined to serve,because of ill health. The membership of the committee is now as follows- Isaac H.Clothier,Chairman, Edward Rossmassler,Albert Tilt, Edward Collins.

Mrs.Sinnott,for the committee on Students' Loan Fund reported the repayment of two loans,being all except those made this year.

Mrs.Roberts,through the Principal,reported no change in the allotment of scholarships at the disposal of her committee.

Commencement Exercises.

The Principal called attention to the matter of the Commencement exercises,and the matter of obtaining a speaker and arranging for the place for the exercises was referred to the President and Principal with power to act.

The bills presented by the Principal were duly approved,and referred to the Executive Committee with a recommendation that they be paid.

The meeting was then adjourned,

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. May 7th,1908

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Sts.,at half past three o'clock P.M. to-day.

Present.-Mr.Jenks,Mr.Clothier,Mr.Dana,Mr.Harrison.

In the absence of the President Mr.Jenks was called to the Chair.

The Minutes of the previous meeting were read and approved, and the Principal's Report was read and accepted.

Communications explaining absence were received from-

Mr.Search,
Mr.Seeler,
Mrs.Sinnott,
Mrs.Roberts,
Mrs.Jones Wister
Mrs.John Wister.

On motion,it was resolved that the decorations and music for the commencement be dispensed with.

On motion,the Principal was authorized to spend the usual amount ($500.) on advertising during the coming year.

Mr.Harrison reported the completion of the membership of the Committee on Chemistry Dyeing and Printing by theaddition of Messrs.John Burt,Albert Foster,and Wm.H.Bower, and that the Committee had spent a profitable afternoon in inspecting the School,and was much gratified and enthusiastic regarding the work.

The bills presented by the Principal were duly approved,and ~~ref~~ referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned,

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction, June 4th, 1908.

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Sts., Phila. at half past three o'clock P.M. to-day.

Present-Mr. Search (in the Chair), Mr. Seeler, Mrs. Hipple, Mrs. Jones Wister.

The minutes of the previous meeting were read and approved.

The Principal's report was read and accepted and its recommendations regarding scholarships, Jos. Saul's wages, and the announcement of Mrs. Stevenson's lectures were approved.

Communications explaining absence were received from Mr. Jenks and Mr. Wister.

A communication from James Carmint who desires to rent the pavement in front of the School building for a grand-stand for Founders' Week was received, and referred to the Executive Committee.

The bills presented by the Principal as part of his report were approved, and referred to the Executive Committee with the recommendation that they be paid.

At this point Mr. Search withdrew and Mr. Seeler was called to the Chair.

The Principal presented a draft of the announcement of the Course for Curators, which was approved, and its publication authorized, subject to such alterations as Mrs. Stevenson may desire to make.

Mr. Seeler for the Committee on Modelling and Carving reported much satisfaction at the progress of the department during the year.

Mrs. Jones Wister reported that the Associate Committee of Women had presented $500. to Mr. Stratton from its treasury fund in grateful recognition and appreciation of his long and faithful service in the school. On motion it was

RESOLVED that the Committee on Instruction is highly gratified with the action of the Associate Committee of Women in acknowledging its appreciation of Mr. Stratton's long and faithful service.

The meeting was then adjourned

Leslie W. Miller Secretary.

Minutes of Meeting. Committee on Instruction. October 1,'08

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets,at half past three o'clock P.M. to-day.

Present-Mr.Search (in the Chair),Mr.Wood,Mr.Jenks,Mr.Clothier, Mr.Wister,Mr.Gay,Mrs.John Wister,Mrs.Hipple.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

Bills approved

The bills submitted by the Principal as part of his Report were approved,and referred to the Executive Committee with the recommendation that they be paid.

Communications explaining absence were received from Mr.Dana, Mrs.Sinnott,Mrs.Roberts,Mrs.Mifflin.

Mr.Wood reported having visited the School,and paid a high compliment to Director France for the thoroughness with which the work described in his report had been performed.

Heating.

Lace curtain machinery.

On motion of Mr.Wood,the matter of improving the heating of the 3rd story referred to in Mr.France's report was referred to the Committee on Heat,Light and Power,and the recommendation regarding the installation of Lace Curtain machinery was referred to the Committee on Weaving and Related Branches.

On motion of Mr.Jenks a vote of thanks was extended to the staff for the work done this summer.

Electric power.

On motion of Mr.Wood,seconded by Mr.Gay,it was resolved to recommend to the Executive Committee that the action of the President and the Chairman of the Committee on Heat Light and Power in installing Electric power,as noted in Mr.France's Report,be approved.

The meeting was then adjourned

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. November 5,'08

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad and Pine Streets, Philadelphia, at half past three o'clock P.M. to-day.

Present-Mr.Search, Mr.Jenks, Mr.Wood, Mr.Dana, Mr.Clothier, Mr. Seeler, Mr.Harrison, Mr.Wister: Mrs.Sinnott, Mrs.John Wister, Mrs. Jones Wister, Mrs.Mifflin. Mr.Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted. The thanks of the Committee were voted to the various donors noted therein.

Partition in Cotton Room. The matter of the partitions in the Cotton room, recommended by Mr.France, was referred to the Committee on Cotton Manufacture with power to have this work done if found necessary.

Bills approved The Bills presented by the Principal were approved, and recommended to the Executive Committee for payment.

On motion a Committee was appointed to go over the bills as presented to-day. The Chair named the following members-Mr. Seeler and Mr.Wister, the Chairman to act with them as the third member. (see note below)

Tuition fees refunded. On the recommendation of the Principal the return of tuition fees to the following persons was authorized-

R.Oshizwa (left to study English branches).....	$ 50.
Leroy S.James (never attended).....	10.
Alva Mallison.....(never attended).....	10.
Emily G.Wilson.....(received State scholarship)	20.

Reports of Committees Mr.Wood, for the Committee on Weaving and Related Branches, asked for further time to consider the proposition regarding the proposed introduction of lace-curtain machinery into the school, referred to his Committee at the last meeting.

Mr.Dana, for the Committee on Drawing and Painting, reported the Water-color class as doing very satisfactory work, and reported progress in the work in drawing.

Mrs.Sinnott, for the Committee on Pottery department reported a larger class than last year's in this branch.

The following Chairmen, on behalf of their respective Committees, all reported progress-

Mrs.Mifflin.....	for	the	Committee	on	Illustration
Mr.Harrison.....	"	"	"	"	Chemistry & Dyeing
Mr.Jenks.....	"	"	"	"	Cotton Manufacture
Mr.Seeler.....	"	"	"	"	Modeling & Carving
Mr.Clothier.....	"	"	"	"	Silk Manufacture
Mrs.John Wister.....	"	"	"	"	Jacquard and printed fabrics.

Mr.Dana stated that the Ridgway Branch of the Library Co. of Philadelphia was about to purchase a number of books on Art and Science. He added that if Mr.Miller knew of any books not in the School Library which would be of service to the students, and would prepare a short list of such (giving price when possible) he would be glad to submit the list to the Book-Purchasing Committee,-in case Mr.Miller thought that any students would take the trouble to go to the Ridgway Branch to consult them.

Mr.Wood suggested that a list of the best books available for the use of students be prepared by the Principal,Mr.France,and Mr.Stratton,and handed to Mr.Dana,to report at the next meeting.

The meeting was then adjourned

Leslie W. Miller
Secretary.

(note) After the adjournment of the meeting,the committee appointed to examine the bills met and having checked up all the bills presented the following report-

"ADDITIONAL INSTALLATION OF WOOD-WORKING ELECTRICAL AND COTTON INSTALLATION ACCOUNT FOR ALL EXTRA EXPENSES CALLED FOR AT ~~MEETIN~~ MEETING.

Jones Wister" Chairman.

In this connection the Principal begs to supplement his report to the following extent-

Total School expense for 12 months ending Oct.31,08..	$68,847.98
" " " " " 31.07..	65,565.89
increase.....	3,282.09
Less increase in salaries & wages for same period, as authorized by the Committee.....	3,699.52
Showing a decrease in all other expenses of.....	417.43

L. W.M.

Minutes of Meeting. Committee on Instruction. December 3, '08

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Sts., Philadelphia, at half past three o'clock P.M. to-day.

Present-Mr.Search, Mr.Jenks, Mr.Dana, Dr.Lambdin, Mr.Seeler, Mr.Bond, Mr.Gay, Mrs.Roberts, Mrs.Ellison, Mrs.John Wister, Mrs.Jones Wister. Mr.Search occupied the Chair.
The Minutes of the previous meeting were read and approved.

The Principal's report was read and accepted. The bills presented by the Principal were approved and referred to the Executive Committee with the recommendation that they be paid.

Communications explaining absence were received from Mr.Clothier, Mr.Wister, and Mrs.Sinnott.

The Chairman presented a communication from Mrs.Harrison, stating that she had resigned the presidency of the Associate Committee of Women.

Mr.Bond, for the Committee on Heat, Light and Power, and Mr.Dana for that on Drawing and Painting, reported progress. Mr.Seeler for the Committee on Modelling and carving expressed cordial approval of the work ofthis department, which was endorsed by Mrs.Roberts for the committee on Pottery. Mr.Jenks, for the Committee on Cotton Manufacture reported that his committee had authorized the construction of a partition in the Cotton room, as recommended by Mr.France, the execution of which had been left in charge of his committee, if found necessary, or desirable. Dr.Lambdin, for the Committee on Publicity explained the inactivity of that committee by his long absence, due to illness.

On motion of Mr.Jenks, seconded by Mr.Dana, Mr.France was authorized to obtain the additional motor as requested in his report.

The meeting was then adjourned

Leslie C. Miller
Secretary.

Minutes of Meeting. Committee on Instruction. January 7.'09

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Philadelphia, at half past three o'clock P.M. to-day.

Present:-Mr.Search,Mr.Dana,Mr.Seeler,Mrs.Roberts,Mrs. Hipple,Mrs.Mifflin.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted,and the bills presented by the Principal were approved,and referred to the Executive Committee with the recommendation that they be paid.

Communications explaining absence were received from Mr. Jenks,and Mrs.Sinnott.

Mr.Dana,for the Committee on Drawing and Painting,Mr. Seeler for that on Modelling and Carving,and Mrs.Mifflin for that on Illustration,all reported progress. Mrs. Roberts for the Associate Committee's sub-committee on scholarships reported that all places at the disposal of that Committee were filled,and more satisfactorily than ever before.

Mr.Dana reported that of the seventeen books which were on the list prepared for him by the Principal,in accordance with action taken at the November meeting of this Committee,the Ridgway Branch of the Philadelphia already owns ten,and has ordered the others.

The meeting was then adjourned

Leslie W. Miller

Secretary.

Minutes of Meeting, Committee on Instruction. February 4,1909

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Streets,at half past three o'clock to-day.

Present, Mr.Search (in the Chair),Mr.Wood,Mr.Dana,Mr.Clothier, Mr.Wister,Mr.Harrison,Mr.Bond,Mrs.Hipple,Mrs.John Wister.

The minutes of the previous meeting were read and approved.

Letter D'el Harrison 2-5-09

The Principal's Report was read and accepted,and the thanks of the Committee were voted to the donors mentioned therein. On motion,duly seconded,the recommendation of Mr.France regarding the installation of a bleaching kier was referred to the Committee on Chemistry and Dyeing.

The bills presented by the Principal as part of his report were approved,and referred to the Executive Committee with the recommendation that they be paid.

The following communications were received explaining absence-

from Mr.Jenks, owing to death in the family,
Mr.Gay, owing to sickness in the family,
Mrs.Sinnott
Mrs.Roberts
Mrs.Mifflin

The Chairman supplemented Mr.France's report by submitting a statement regarding Mr.F.Pfeiffer,whom he was in danger of losing. On motion of Mr.Harrison,seconded by Mr.Bond,it was ordered that Mr.Pfeiffer's compensation be increased $300. a year,the increase to be paid in quarterly instalments.

The following Chairmen of sub-committees reported progress-

Mr.Dana,for that on Drawing and Painting
Mr.Bond, " " " Heat,Light and Power
Mr.Clothier " " " Silk
Mr.Wood, " " " Weaving and Related Branches
Mrs.Wister, " " " Jacquard and Printed Fabrics.

Mr.Bond suggested that a comparative statement of the attendance in the Textile School for the last five years be made in order that possible action be taken to increase the attendance in future.

The meeting was then adjourned,

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. March 4,1909

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Streets, Philadelphia, at half past three o'clock P.M. to-day.

Present-Mr.Search (in the Chair),Mr.Jenks,Mr.Dana,Mr.Harrison,Mr.Bond,Mr.Seeler,Mrs.Roberts,Mrs.Hipple, Mrs.Jones Wister.

The Minutes of the previous meetingwere read and approved.

The Principal's Report was read and accepted. The bills presented by the Principal were approved,and referred to the Executive Committee with the request that they be paid.

Communications explaining absence were received from Mrs. Sinnott and Mrs.John Wister.

Mrs.Roberts reported that during a recent visit to the South she found a great deal of interest existing in the work of this school,and felt that the recent exhibits of school work in Atlanta had done much toward fostering it.

Mr.Wister,for the Committee on School Building reported progress. (Oral report through Mrs.Wister.)
Mr.Bond,for the Committee on Heat,Light & Power,reported progress.
Mr.Dana,for the Committee on Drawing and Painting reported progress,and the need of more attention to drawing.

On motion,duly seconded,Mr.Dana and Mr.Seeler were appointed a special committee to investigate the courses of the Art School and report regarding any improvements that suggest themselves which would provide for more thorough instruction in regular disciplinary work in drawing from the antique and from life.

Mr.Harrison reported for the Committee on Chemistry and Dyeing,confirming the conclusions and recommendations in Mr.France's report regarding the installation of a Kier.

On motion,duly seconded,it was recommended to the Executive Committee that $200. be appropriated for the installation of a kier.

The suggestion in the Principal's Report that Mr.Lewis F.Day be engaged for three lectures next season at a cost of fifty dollars per lecture was referred to the Executive Committee with a favorable recommendation, provided that Mr.Day accept no other engagement to lecture in this city during the season.

2

The matter of making all arrangements for the Commencement Exercises next June was referred to the President and the Principal, with power to act.

Mr. Bond suggested that something be done to stimulate interest in the School on the part of manufacturers of Philadelphia. On motion, duly seconded it was

RESOLVED that a committee be appointed with power to act in the matter of arranging a reception for employing manufacturers with a view of interesting them in the work of the School.

The Chair appointed Mr. Bond a member of this committee, with power to appoint the other members and to select a Chairman.

The meeting was then adjourned,

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. April 1,'09

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Streets,at half past three o'clock,today.

Present-Mr.Jenks,Mr.Wood,Mr.Dana,Mr.Clothier,Mr.Bond,Mr. Harrison,Mrs.Hipple,Mrs.Ellison,Mrs.Roberts,Mrs.John Wister. In the absence of the President Mr.Jenks occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted. The matter of the engagement of teachers for next season was referred to the President and the Principal with power to act.

Commencement. On motion,duly seconded,the committee unanimously voted against hiring the Academy of Music for the Commencement,and in favor of securing Horticultural Hall,the entire expense for which, including music,would be less than half the cost of the Academy alone.

Bills. The bills presented by the Principal as part of his Report were approved,and referred to the Executive Committee with the recommendation that they be paid.

Mr.Bond,taking up the Principal's report of registration for the last few years in both departments of the School,expressed the feeling that something might be done to increase the attendance in the Textile School,and on motion,duly seconded, Mr.Bond was appointed a committee of one to co-operate with Mr.France in efforts to interest the manufacturers of the city in the work of the Textile School.

Mr.Bond reported progress regarding the proposition to provide a reception for employing manufacturers.

Communications. The following Communications were received-

from Mr.Gay,Mrs.Sinnott,Mrs.Jones Wister,explaining absence.

from John S.Brady,who is obliged to leave school because of ill health,asking for the return of a portion of his tuition fee.

Request for the return of tuition money denied.

The Principal reported that Mr.France opposed the granting of this request,on the ground that the year's work,so far as instruction was concerned,is already practically finished.

On motion,duly seconded Mr.France's recommendation inthis matter was approved and the Principal was instructed to convey this decision to Mr.Brady.

Reports of Committees The following Chairmen of committees reported progress-

Mr.Harrison, for the Committee on Chemistry & Dyeing
Mr.Clothier, " " " " Silk

Mr.Bond, for the Committee on Heat,Light & Power
Mr.Wood, " " " " Weaving & related branches
Mr.Jenks, " " " " Cotton
Mrs.John Wister,for the" " Jacquard & printed fabrics

Mr.Dana,for the Committee on Drawing & Painting submitted the following report,prefacing it by reference to the courses of the Buda-Pesth School of Art;-

A Hasty,Partial Report on the Free-hand Drawing of Class A.

This is a purely personal,as well as a mere preliminary, report on the Drawing course. I make it with a certain confidence,not so much because I have studied drawing for two years at the Academy of the Fine Arts,-for somewhat longer in a well-known Paris atelier,-and in other places under eminent artists- but because I have had long consultations with the best masters of the art in Philadelphia and elsewhere,because of my knowledge of the course in the Architectural department at the University,and because of my personal inspection of several schools,including the splendid course at the Academy of Fine Arts under Thomas P.Anschutz,the Manual Training schools, &C.

It is often said that it is not our province to educate painters or sculptors,only illustrators and decorators. Let me suggest that in late years,with many a backward slip,no doubt,Art has made enormous strides. I do not mean to say that the noble field of the fashion-plate designer, the newspaper illustrator,and decorator,will ever lapse into desuetude,but I do want it to be remembered that John Sargent,Abbey,Alexander,Miss Oakley and such like mighty ones are illustrators and decorators,-rather nasty competitors for children.

We allow the pupils in the A grade <u>three</u> hours a week in free-hand drawing. The University allows even the Architectural students <u>four</u> hours a week,during which time they are under a professor with two assistants. In a French atelier the ordinary student gets 40 to 45 hours a week,the more serious ones get 18 hours more.

I have visited our classes (<u>day classes</u> I always mean) frequently,and can truly say that in the majority of pupils I found a distressing lack of interest in the work, which failing,needless to say,is stamped upon the result and upon the pupil. To send out into the world such pupils who,as illustrators or decorators,will be called upon constantly to reproduce the human figure,and who are handicapped by inability to draw correctly,is most unfair to those pupils,who trusted us and who must soon find out their fatal weakness. Of course those who amount to anything will correct their lack of training elsewhere,as far as may be. The following are a few of the faults I find with our course-

To read,the list of subjects is magnificent,in practice much of it is scrappy and,under the circumstances,almost useless. The greatest fault is the absurdly insufficient time given to free-hand drawing,which is the very foundation of all that comes after. The reason for the

pupil's lack of interest in his work is, I fear, partly owing to the instructors or their methods.

The following is a hasty suggestion or two for the improvement of this far from creditable state of ~~xx~~ affairs-

1. Extend the time given to Free-hand drawing to <u>three times</u> its present length at the very least, nine hours a week instead of three. This can be accomplished by suppressing several of the high-sounding courses, these will be readily learned by the pupils during his free-hand work as he feels the necessity for them, if that feeling remains dormant, the necessity mentioned is not likely to arise in that pupil. I refer to such courses as-

(a) that in which a pupil who cannot "see" in the art sense is asked to pick out the big lines of a human head or figure and draw them in the correct proportion and directions-a pleasant pastime for a Michael Angelo.

(b) spending hours learning to smudge even tints for shadows.

(c) brush drawing a la Japanese. Picture the amazement it would cause a real Jap artist, one whose mighty swing of graceful line, as certain as the march of time, is the wonder and envy of every other artist in the world- picture his feelings could he see one of our unfortunates, one who can't draw, who has not the faintest appreciation of what that mighty swing means, laboriously endeavoring to hide his pencil outlines with timid strokes of a Japanese brush filled with India ink.

2. A recommendation nearly as important as the first. Insist on teachers endeavoring to put more life and interest into their classes. At present the beginner flounders listlessly till his teacher comes along, seats himself, and cobbles up the pupil's worst breaks. Then on to the next goes the teacher while number one proceeds unconsciously, but not caring much, to flounder into new difficulties, requiring more aid from the teacher. A little like taking a well-grown boy for a walk in the country and carefully lifting him over every fence and brook,-make him climb or wade for himself. Here is one suggestion that might lead to such a result- Divide classes as at present, into groups of a dozen or so. Do not put all the very worst and the vert best together-mix them together judiciously, carefully; remember that the earnest worker learns more from his strong neighbor than from the teacher, be he never so good. Insist on the entire class working from the same model, after the same has been selected and placed by the teacher. Let the teacher pass round the class as often as he thinks necessary, giving aid or advice as he sees fit. Say one hour before the end of the period make the pupils leave their work and form a group in front of the model. Against the base of the model the teacher places the study of one or two of the pupils, and proceeds

to give a full, frank, fearless criticism of the work done, and the advice he thinks best fitted to enable the pupils to avoid the faults and repeat the good in the future. And so round the class. Let this criticism last half an hour, leaving the last half for the pupils to return to their work and endeavor to put in practice what they have heard. The pupils will miss terribly the helping nursing hand-at first-but those who are worth anything will gradually learn to help themselves, then drawing will be a delight to them, and their progress will be in proportion.

My feeling is to allow a beginner to first draw from a cast of the human head. I would, tho, as soon as possible, make him draw from a cast of the whole nude figure. The difficulties are great but the possibilities are enormous.

Just a word about the Life-Class; ours is most disappointing, a place where that magnificent self-confidence of ignorance may be studied to perfection. Personally I have always leaned toward the French method, that drawing from the nude, living model could only benefit those who had acquired a fair knowledge of drawing. I have heard the contrary view advanced lately by several whose judgment cannot be disputed: so I would either follow their advice or leave the decision to the judgment of the teacher. One other question about which I do not think there is any doubt. Whether by chance or not, each time of late that I have visited the life-class they have been working from a female model. In Paris we had a female model in the morning (our most serious time) say once in six or seven weeks. At the University they are not allowed at any time. The male model is better in proportions, the movement of the lines is better, the construction-one might almost say the architecture-of the figure is better, the skeleton and the muscles can be traced and studied, the great planes of the figure are more marked. The great advantage of the female model is, I believe, that the unfortunate creature is cheaper.

Let me repeat, it may be my last time- we are not treating out pupils in the classes for decoration and illustration fairly, not treating them as they ought to be treated after the trust they have shown in us.

(original of Mr Dana's report is in Pres. file)

On motion, Mr. Dana's report was accepted, and referred to the special Committee (Mr. Dana & Mr. Seeler) appointed at the last meeting. On Mr. Dana's motion the Principal was added to this committee.

The meeting was then adjourned

Leslie A. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. May 6th, 1909.

The regular monthly meeting of the Committee on Instruction was held at the School building at half past three o'clock p.m. to-day.

Present-Mr.Search (in the Chair), Mr.Jenks, Mr.Dana, Mr.Seeler, Mr.Gray, Mr.Bond, Mr.Wister, Mrs.Hipple.

The Minutes of the previous meeting were read and approved.

The report of the Principal was read and accepted and the bills submitted by the Principal were approved and referred to the Executive Committee with the recommendation that they be paid.

The following communications were received-
from Mr.Wood explaining absence.
" Mrs.Mifflin resigning from the Committee on Illustration.

Mr.Dana, for the Special Committee on Drawing, presented the following report-

To the Committee on Instruction:-

Your special committee, appointed at the March meeting "to investigate the courses of the Art School and report regarding any improvements that suggest themselves which would provide for more thorough instruction in regular disciplinary work in drawing from the antique and life" respectfully reports as follows:-

The Committee has met several times and has discussed with much care the subject entrusted to it. It has gone over in detail the time schedules of the different teachers, and has inspected the work produced by the pupils. It has also conferred with Mr. Stratton, Director of the Art Department, and with Mr. Deigendesch, instructor in charge of drawing from the antique and from life, and the recommendations of this report are in line with those made by both of these gentlemen.

The Committee recommends,

First, the organization of a DEPARTMENT OF DRAWING, or rather the restoration and recognition of the arrangement formerly in force, but which has apparently suffered a certain diminution of efficiency and authority since 1905, up to which time Mr.Deigendesch was regarded as "Instructor in Charge". We recommend that this department be placed in charge of Mr.Deigendesch, with Mr.Faber and Mr.Muhr as his assistants, these three to constitute the "Faculty in Drawing" and to have entire charge (subject of course to supervision by the Principal) of all drawing from the cast, except of ornament, in Class "A", and to be held responsible for the results obtained. To make this arrangement effective it will be necessary to engage Mr.Muhr for more time than he devotes to the School at present, and in addition to employ a clerk or monitor who shall be in

constant attendance, shall keep all records, and shall be entrusted with the general conduct of the classes, except the matter of actual instruction. The Committee believes that with these additions the present teaching force will be quite sufficient, as considerable assistance may be rendered by the more advanced pupils of the Normal course, for whose own advancement it is highly desirable that an opportunity to obtain such practice should be afforded.

The work of the department should be intelligently graded and done, as far as possible, by groups of students working together from large casts centrally placed. Assignments to a given group should be made more with reference to the proficiency of the individual pupil than to the course in which he is enrolled, which arrangement would give promising pupils an opportunity to advance as rapidly as possible, and at the same time give all beginners the benefit of associating with older students. At least as often as once a week the instructor's criticism should take the form of a short lecture on each group, one, or possibly two, studies being placed against the model, so as to be seen as nearly as possible from their proper view point, the pupils being grouped in such a way as to enable them to judge fairly what the desired effect would be. The instructor should then point out the good, and the bad, points in the study or studies, and make suggestions for their improvement. In the same manner all the studies in the group should be criticized, after which the students should be given time to put in practice the results of this criticism, the instructor passing around the group, and giving such further hints as individual cases might seem to demand.

Second. With the exception of special students in some form of craftsmanship &c., that is, all regular students in the School of Applied Art, should work in this department of Drawing at least two whole days (or four half-days) a week, unless they furnish evidence satisfactory to the faculty, and to the Special Committee on Drawing, that this work has been already done in other schools well enough to make its omission here permissible. Except that in the case of students in Class "A" the amount of time devoted to drawing from casts of the figure may be reduced to three-half-days a week, which is just three times as much as they devote to this work at present. This class includes all beginners, of whom we usually have about eighty to start the year with, about forty more being added in the course of the year. Many of them do not wish to take any of our regular courses, and many more could not get through any one of them if they tried, but about one-fourth to one-half the number (thirty to sixty) usually complete Class "A". The remainder are either capable of being promoted to the more advanced courses or should be kept rigidly to the preliminary discipline. To try to keep these three very different elements together as one class is, of course, a great mistake. Clearly, then, the members of

this 'remainder' need not be considered in arranging the work of Class "A" proper, which will probably never contain more than about seventy pupils, (59 is the largest number that has ever completed the course) so that the class can readily work in two sections, whenever it is necessary to divide it, instead of in three as at present.

Third, Regarding the work of this class in general, the Committee recommends that the "preliminary drawing" be left with Mr. Barker just as it is at present, only making the title cover all that is meant by "freehand perspective" and "applied perspective", as well as whatever lettering may be really necessary, and leaving the amount of time devoted to this group of subjects the same as it is now. The "form and proportion" is certainly covered by the work from the figure, so that the time now assigned to it (24 hours) under Mr. Barker, where it is devoted to vase forms expressed in two dimensions, may more profitably be added to that available for the more important subject. The same is true of the "brush drawing" (21 hours) while that devoted to "wash drawing" (65 hours) and the very elementary "modelling" (42 hours) should properly be regarded, to the extent that it may prove desirable to continue it at all, as belonging either to the "normal course", to that in "decoration" or to that in "applied design", so that it need not be required of the beginners who constitute Class "A". The same is obviously true of Mr. Andrade's excellent work in "plant analysis" (51 hours). If, therefore, the work in all these four subjects, and the time devoted to them, remain exactly as they are, but are regarded as belonging to the more specialized work of the upper classes, this will allow us to add 203 hours a year to the time available for drawing from the cast in Class "A" as follows-

time saved by merging "form and proportion"	24	hours
transferring "brush drawing" to normal course	21	"
" "wash drawing" " other courses	65	"
" "modelling" " " "	42	"
" "plant analysis" " "	51	"
total time gained for cast drawing	203	"

The Committee believes that the time now devoted to these subjects may, in some cases, be profitably reduced to a considerable extent if the preliminary drawing is made more thorough, but that is another matter to be taken up at another time.

Fourth, The work in drawing of Class "A" as outlined above should be carefully examined at the end of each month by the faculty in Drawing and by your special committee on Drawing, of which we recommend the continuance for the present at least, in order that this duty may be performed. Students whose work is below a passable standard should be conditioned and should not be regarded as full members of any of the higher classes until these conditions are removed.

Respectfully submitted,

(signed) Edgar V.Seeler
(signed) Chas.E.Dana
(signed) Leslie W.Miller
Special Committee on Drawing.

The following Chairmen of Committees reported progress-

Mr.Wister - School Building
Mr.Bond - Heat, Light and Power
Mr.Seeler - Modelling and Carving
Mr.Jenks - Cotton
Mr.Gay - Wool

The meeting was then adjourned

Leslie W. Miller
Secretary.

"The report was accepted and the recommendations of the Committee were approved." (addition authorized at the meeting of Oct 7 - see minutes of that date.)

Minutes of Meeting. Committee on Instruction, June 3,1909

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets,Phila. at half past three o'clock p.m. to-day.

Present;- Mr.Search (in the Chair),Mr.Jenks,Mr.Bond,Mr. Wister,Mr.Seeler,Mrs.Sinnott,Mrs.Hipple,Mrs.Jones Wister.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted,the recommendations concerning scholarships were approved.

Communications explaining absence were received from Mr. Gay and Mrs.Roberts.

Communications from the North American and the Evening Telegraph containing propositions regarding special advertising were also received.

The question of advertising for another year was fully discussed,and it was decided that it is inexpedient to do any special advertising of the kind suggested,but to confine the newspaper advertising to the usual card in the fall announcing the date of opening. The Principal was authorized to expend the usual amount- five hundred dollars- for advertising during the coming year.

The question of securing more publicity of school noted in the daily press was discussed,and the Principal was authorized to expend-in consultation with Mr.Bond,a sum not to exceed one hundred dollars for the service of a "promotion and publicity press agent" during the season.

Mrs.Sinnott,for the Committee on Pottery reported satisfactory progress.

The following Chairmen of committees reported progress-
Mr.Wister.....School building
Mr.Bond.....Heat Light & Power
Mr.Seeler.....Modelling and Carving
[redacted]

Mr.Bond,for the special committee to increase the attendance of the Textile School reported by reading a notice that had been sent to all the mills of the city.

The bills presented by the Principal were approved,and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned,

Leslie W. Miller
Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. OCTOBER 7,'09

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Sts. at half past three o'clock P.M.,to-day.

Present-Mr.Search (in the Chair),Mr.Jenks,Mr.Wood,Mr.Clothier Mr.Dana,Mr.Seeler,Mr.Gay,Mr.Bond,Mrs.Roberts,Mrs.Sinnott, Mrs.Hipple,Mrs,John Wister.

Minutes approved.

The Minutes of the previous meeting were read and approved, and the following addition to the Minutes of the meeting of May 6 was authorized,to be inserted immediately after the report of the Special Committee on Drawing- "the Report was accepted,and the recommendations of the Committee were approved."

Principal's Report.

The Principal's Report was read and accepted,and the thanks of the Committee were voted to the various donors mentioned therein; in the case of the donation from the Cleveland Worsted Co.the Committee voted that the usual engraved letter of thanks be sent,and also a personal letter to Mr. Hodgson,the general manager.

Bills &c.

The Bills submitted by the Principal,the $200. still due Mr.Scott on account of back salary,as noted in the Principal's Report,and also the various increases in salaries noted therein were all referred to the Executive Committee with the recommendation that they be paid.

On motion of Mr.Gay,a vote of thanks was passed to the teachers and employes for their work during the summer.

Communications.

A communication explaining absence was received from Mrs. Jones Wister.

A request was presented from Dorothea S.Dallett,asking for the return of a portion of tuition fee paid last year,as she was prevented by illness from attending the entire term, and it was voted to return $20.

The Principal submitted a letter from Clement H.Congdon containing a form of contract for engagement as publicity agent should it be desired to retain his services beyond the present month. No action was taken on this communication at this time.

Mr.Gay reported an interview with Mr.Walter Sykes,of City Councils,who says that the taxes cannot be remitted on the North Broad St.property of this institution,but who hopes an additional appropriation from the City may be obtained.

Reports.

Mrs.Sinnott reported the very auspicious opening of the class in Pottery. She also reported-for the Committee on Students' Loan Fund-that all loans of preceding years had been paid back in full,except a small balance from last year. Excellent

results in other respects have also resulted from assistance given in this way.

Mr. Dana, for the Committee on Drawing and Painting submitted a proposal from Mr. Leon V. Solon offering his services as teacher of drawing and design. On motion, Mr. Solon's proposition was referred to the Special Committee on Drawing (Messrs. Dana, Seeler, and Miller).

The meeting was then adjourned.

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. Nov.4 '09.

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Sts. at half past three o'clock P.M., to-day.

Present:-Mr. Search (in the Chair), Mr. Jenks, Mr. Wood, Mr. Clothier, Mr. Dana, Mr. Wister, Mr. Seeler, Mr. Bond, Mrs. Jones Wister, Mrs. Sinnott, Mrs. Hipple, Mrs. Ellison.

Minutes

The minutes of the previous meeting were read and approved.

Report

Bills

The Report of the Principal was presented, read, and accepted, and the bills submitted by the Principal were approved, and referred to the Executive Committee with the recommendation that they be paid.

Communications explaining absence were received from Mr. Gay and Mrs. Roberts.

Publicity

Mr. Bond, for the Committee on Publicity, presented a report from Mr. Congdon who has been acting as publicity agent for the past month.
The letter from Mr. Congdon (Sep. 30) stating the terms on which he can be regularly engaged to conduct this work was again read (it was presented at the previous meeting of this Committee, but no action was taken at that time.) After a full discussion of the proposition to employ a regular press agent, it was

Press agent

RESOLVED, that while Mr. Congdon's work thus far is appreciated, it is deemed inexpedient to enter into the contract with him which he proposes.

The Chairman urged upon the members present the importance of bringing every influence to bear upon the Finance Committee of Councils to secure favorable action on our application for $ 35,000. for next year.

The meeting was then adjourned

Leslie W. Miller
Secretary.

Minutes of Meeting. Committee on Instruction. December 2,'09

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets,Phila., at half past three o'clock p.m.,to-day.

Present:-Mr.Jenks,Mr.Dana,Mr.Clothier,Mr Harrison,Mr.Wister, Mr.Bond,Mr.Seeler,Mr.Gay,Mrs.Harrison,Mrs.Roberts,Mrs.John Wister. In the absence of the President,Mr.Jenks occupied the Chair.

Minutes — The Minutes of the previous meeting were read and approved.

Report — The Report of the Principal was read and accepted,and the bills presented by the Principal were approved and referred to the Executive Committee with the recommendation that they be paid.

Communications. — Communications explaining absence were received from Mr.Wood, Mrs.Hipple,and Mrs.Sinnott.

A communication was received from Benj.Lavin asking that tuition fee paid by John Lavin be refunded and sent to Jacob Lavin. The Principal reported that the amount in question was $7.50, and the Committee voted to return $5. on the order of John Lavin,but not otherwise.

A communication was received from S.Watanabe,who has been compelled to abandon his course in the Textile School after attending less than one month and return to Japan,asking for the return of a portion of his fee. It was voted to refund $130.

Committees. — Mr.Wister,for the Committee on School Building,and Mr.Bond for that on Heat,Light,and Power,reported progress.

Mr.Dana,for the Committee on Drawing reported progress regarding the work of two of the members of the "Faculty of Drawing",but felt that there was considerable question regarding the work of the third member,in whose case a change might have to be made.

Mr.Dana,for the special committee to whom the application of Leon V.Solon for a position on the School staff had been referred at the October meeting reported that the Committee had inspected some of Mr.Solon's work,examined his credentials and had had a personal interview with him; as a result of their investigations the Committee feels that Mr.Solon would undoubtedly prove a valuable addition to the faculty if the School's resources should permit his engagement.

Mr.Seeler,for the Committee on Modelling and Carving,reported progress,and expressed cordial appreciation of Mr.Scott's work in the conduct of this department.

Mrs.Harrison,for the Committee on Furniture and Metal-work, reported progress and called attention to the statement in the Principal's report regarding the insufficient accomodation provided for the work in wrought iron. At her request the

Principal gave his views as to the proper equipment of a shop for this work, suggesting that if funds permitted, a structure across the north yard of the School property, near the modelling room, with accomodations for several small forges and anvils, and with storage room for the material, could probably be erected at a moderate cost.

It was thereupon voted to recommend to the Executive Committee that Mrs. Harrison be given power to act in the erection of such a building.

The meeting was then adjourned,

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. JAN.6th,1910.

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Sts.,at half past three o'clock p.m. to-day.

Present:-Mr.Search (in the Chair),Mr.Jenks,Mr.Harrison,Mr. Clothier,Mr.Wister,Mr.Seeler,Mrs.Harrison,Mrs.Sinnott,Mrs. John Wister.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted,and the bills presented by the Principal were approved and referred to the Executive Committee with the recommendation that they be paid.

Communications explaining absence were received from Mr.Wood,Mr.Dana,and Mr.Gay.

A letter was read from Mr.Dana,Chairman of the special committee on Drawing,reporting the results of the examination of pupils' work in that branch inspected during the holiday recess. Mr.Dana expressed cordial approval of the work of Mr.Deigendesch and Mr.Muhr,but criticised that of Mr.Faber.
Mr.Seeler and Mr.Miller,the other members of the Committee, gave their oral approval to this letter,which thereby becomes a report from the Committee.
Action on this matter,however,was deferred until the next meeting.

Mrs.Sinnott,for the Committee on Pottery reported progress, repeating Mr.Duncan's criticism that our pottery is too heavy.

Mrs.Sinnott,for the Committee on Students' Loan Fund, reported that aid had been extended to a student in the Textile department,for the first time.

Mr.Seeler submitted a plan for a forging shop as authorized by the Executive Committee at its December meeting. These plans were approved and,on motion,referred to the Committee on School Building,with power to act.

Mr.Jenks presented a letter from Mr.John T.Morris offering to contribute $250. toward an increase in Mr.Stratton's salary. Mr.Jenks reported that he had also received another contribution of $150. for the same purpose.
On motion of Mr.Harrison,seconded by Mr.Jenks,it was

RESOLVED that in view of the contributions that have been made for this purpose,this committee recommends to the Executive Committee that Mr.Stratton's salary be increased to $2,400. a year from January 1,1910.

The meeting was then adjourned

Leslie W. Miller Secretary.

MINUTES of MEETING. COMMITTEE on INSTRUCTION. FEBRUARY 3 1910

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, at half past three o'clock P.M., to-day.

Present:-Mr. Search (in the Chair), Mr. Clothier, Mr. Dana, Mr. Gay, Mr. Bond, Mr. Wister, Col. Harrison, - Mrs. Harrison, Mrs. John Wister, Mrs. Hipple, Mrs. Roberts, Mrs. Ellison.

The Minutes of the previous meeting were read and approved.

Building for kier.

The Principal's report was read and accepted. The recommendation in the Report that the matter of providing suitable accomodation for the bleaching kier (authorized by the Executive Committee) be referred to the Committee on School Building was approved; and the bills submitted by the Principal were approved, and referred to the Executive Committee with the recommendation that they be paid.

Bills approved.

A communication was received from Mrs. Sinnott, explaining absence.

Forging-shop.

Mrs. Harrison, as Chairman of the sub-committee on Furniture and Metal-work, presented plans, specifications and estimate for constructing the proposed shop for ornamental iron-work ($289.) received through Mr. Seeler, all of which were approved and referred to the Committee on School Building, to which the matter of erecting such a shop had been referred (at the January meeting) with power to act.

Heating.

Mr. Gay called attention to the matter of heating the school building, which he thought could be done with the exhaust steam. This matter was referred to the Committee on Heat, Light and Power (of which Mr. Bond is Chairman).

Reports of committees.

Mr. Dana, for the special committee on Drawing, reported encouraging progress in the work of the classes as a whole, and especially in the matter to which particular attention was called last month.

The following Chairman of committees all reported progress:-

Mr. Gay-	Woolen & Worsted manufacture
Mr. Clothier-	Silk "
Mrs. Harrison-	Furniture & metal-work
Col. Harrison-	Chemistry & dyeing
Mrs. Jno. Wister-	Printed & woven fabrics.

The meeting was then adjourned

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. March 3,'10

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets at half-past-three o'clock p.m. to-day.

Present:-Mr.Search (in the Chair),Mr.Wood,Mr.Dana,Mr.Bond, Mr.Seeler,Mrs.Harrison,Mrs.Hipple,Mrs.John Wister.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted,and the following action was taken on matters referred to therein-

(a) It was the sense of the meeting that it is inexpedient to make any change in the announcement of fees in the Textile School circular,and that any cases of pupils asking for accomodation in the payment of the fee be referred to the President.

(b) The offer of the American Air Mostening Co. to replace the humidifiers of their make now in the school with new ones of an improved pattern was approved,and accepted,and Mr.France was instructed to correspond with them on the subject.

(c) The bills presented by the Principal as part of his report were approved,and referred to the Executive Committee with the recommendation that they be paid.

The following returns of tuition fees were authorized,the pupils having been compelled by illness to abandon their courses here:-

Amy Lawrence $ 12.
Louise Kerrigan 20.

Mr.Bond,for the Committee on Heat,Light and Power,reported a meeting of that Committee on Tuesday,March 1st,to consider the matters referred to it at the last meeting of the Instruction Committee. Through the kind offices of Mr. Burnham,Mr.Archibald A.Stevenson (of the Standard Steel Works) and Mr.W.K.Mitchell (of W.K.Mitchell & Co.) had generously offered to inspect the School's entire heat,light, and power plant,and report on its condition,with suggestions for its improvement. This offer was accepted,and these gentlemen will inspect the plant at an early date.

Mr.Dana,for the Committee on Drawing and Painting,and Mr.Wood for that on Weaving and related branches,reported progress.

Mr.Seeler,for the Committee on Modelling and Carving,reported progress and expressed cordial approval of the methods employed.

Mrs.Harrison,for the Committee on Furniture and Metalework reported satisfactory progress on the work of erecting the new forge shop which would probably be completed by the end od next week,and reported an estimate of $184.55 for the necessary furnishings.

Mrs.John Wister,for the Committee on Printed and Woven fabrics

reported progress, and especially commended the zeal of members of the evening classes in view of the difficulty of attending during the strike of the street railways.

The meeting was then adjourned,

Leslie M. Miller

Secretary.

Minutes of Meeting, Committee on Instruction, April 7, 1910

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, at half past three o'clock p.m. to-day.

Present:- Mr. Dana, Mr. Clothier, Mr. Bond, Mr. Seeler, Mrs. Harrison, Mrs. Sinnott, Mrs. Hipple, Mrs. Ellison, Mrs. John Wister. In the adsence of the President, Mr. Dana was called to the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted, and votes of thanks were passed to Mr. John Mawson-for his gift of a cloth-testing machine, to Mr. Bond-for having the same overhauled and cleaned at his own works, and to the other donors mentioned in the Report.
Regarding the matter of the school's advertisement in the Textile World Record, noted in the Report, the Principal was instructed to correspond with Mr. Lord, of the publishers, and offer an advertisement in the Textile School circular in exchange for the card, previously carried gratis in that publication. If this offer is not accepted, the Principal was authorized to pay $40. to continue the advertisement another year.

A communication was received from Mr. Gay, explaining absence.

Mr. Bond, for the Committee on heat, light and power, reported progress.
Mr. Dana, for the Committee on drawing and painting, reported progress, and stated that the work in these branches showed a very gratifying improvement during the past few months.
Mr. Seeler, for the Committee on modelling and carving, reported progress.
Mrs. Harrison, for the Committee on Furniture and Metal-Work reported that the forge-shop was practically completed with the exception of the flues. Mr. Seeler explained that this delay was caused by the difficulty of obtaining proper iron.
Mrs. Sinnott, for the Committee on pottery reported satisfactory progress, and some interesting experiments in color.
Mrs. Sinnott, for the Committee on Students' Loan Fund, reported the addition of three hundred dollars to this fund from gifts as follows-Miss Blanchard, Miss Roberts and Mr. Morris, one hundred dollars each.

The bills presented by the Principal as part of his Report were approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned

Leslie W. Miller

Secretary

Minutes of Meeting - Committee on Instruction - May 5,1910

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Sts.,Phila.,at half past three o'clock p.m. to-day.

Present-Mr.Search (in the Chair),Mr.Jenks,Mr.Dana,Mr.Bond, Mr.Harrison,Mr.Wister,Mr.Gay,Mrs.Harrison,Mrs.Ellison, Mrs.Roberts,Mrs.John Wister,Mrs.Hipple,Mrs.Sinnott, Mrs.Jones Wister.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted,and a vote of thanks passed to the various donors mentioned therein. The matter of the re-engagement of teachers referred to in Mr.Stratton's report was left in the hands of the President. The recommendations by Mr.France regarding changes in the drains and heating apparatus in the Chemistry department,and the construction of a building for the kier were approved.

A communication was presented from A.D.Ambruster asking for the return of a portion of the tuition fee paid for Edyth Ambruster,who has been compelled to leave school because of illness.
It was voted that $15. be returned.

Mr.Bond,for the Committee on Heat,Light & Power,reported several installations of electrical appliances in the Textile department,and suggested that the room at present occupied by the forge and for repairs might be more profitably employed.

He also presented a report from Messrs.Stevenson and Mitchell,on the heating system. A copy of this report is appended.

Mr.Bond suggested that a typewritten copy of this report be handed to the school's engineer,Mr.Ridington,and suggestions invited from him.

Mr.Dana,for the Committee on Drawing & Painting,reported progress.

Mrs.Harrison,for the Committee on Furniture & Metal-work reported satisfactory progress,the forge-room being entirely finished with the exception of the stack,which is delayed by the difficulty of obtaining proper iron.

Mrs.Sinnott,for the Committee on Pottery,Mrs.John Wister for that on Printed & Woven Fabrics and Mr.Jenks for that on Cotton Manufacture,all reported progress.

Mr.Bond called attention to the matter of publicity,and Mr.Wister moved that the President appoint a committee of ladies to act as a committee on Publicity.

Mr. Harrison warmly approved of the suggestion, and seconded the motion, offering to contribute $ 250. toward the salary of a competent person to have charge of the work.

The resolution was adopted, and the President referred the whole matter of the appointment of this committee to the Associate Committee of Women, through its President, Mrs. Harrison.

The bills presented by the Principal were approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller
Secretary.

Report on Heat & Power Plant of the School, by
Mr. A. A. Stevenson of the Standard Steel Works and
Mr. W. K. Mitchell, of W. K. Mitchell & Co.

Philadelphia Pa. April 8, 1910

Mr. Charles Bond,
Philadelphia.

Dear Sir:-

At the request of the Committee of the Board of Trustees of the Pennsylvania Museum & School of Industrial Art we have looked over the power plant used in connection with that property as carefully as the circumstances would permit, and beg to report as follows:

We believe that the steam plant in that building is handled about as economically as any one could with the materials at hand. About the only exhaust steam we could find that was not actually used for some purpose or other was the exhaust which passes through a heater for heating water to be used in the lavatories in the different portions of the building. This heater is a home made affair, and does its work admirably. The exhaust steam which now goes to the atmosphere through this heater could be utilized in the winter time by putting it into the heating system of the building, which could be done at very slight expense, but it would involve the moving of the heater nearer to the power plant, then connecting the exhaust pipe which passes through it into the heating system. By such an arrangement all the exhaust steam would be utilized. It is possible, however, that in using the exhaust steam in its entirety it would be necessary to put in a vacuum pump to assist the circulation.

This could be done at small expense, and the water of condensation from heating system could be returned to the boilers through the present boiler feed pump. As connections are now installed for furnishing live steam to the heating system no further expense would be incurred in that direction.

There is a gas engine in the plant which is not used at all, and as a matter of economy it might pay to sell this engine, which no doubt would bring sufficient money to pay for making the above changes.

We have not gone into the question of a new plant, as we understand that the property may be sold at any time and moved to another location, where an entire change of plant might be necessary. In that case of course a modern plant could be installed to give better results than can be gotten from your present plant.

If we can be of any further service to you, please command us, and we will be glad to meet your Committee at any time.

(signed) A. A. STEVENSON W. K. MITCHELL

Minutes of Meeting, Committee on Instruction. June 2, 1910

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, at half past three o'clock P.M.

Present,-Messrs Search (in the Chair), Jenks, Wood, Bond, Gay, Wister, Mrs. Hipple, Mrs. Jones Wister.

The Minutes of the previous meeting were read and approved.

Principal's Report.

The Principal's Report was read and accepted.

The Principal's recommendations regarding scholarships were approved.

Kiln.

The matter of reconstruction of the pottery kiln was referred to the President and Principal with power to act.

Bills.

The bills presented by the Principal were approved and referred to the Executive Committee with the recommendation that they be paid.

The President explained in connection with the statement in Mr. Stratton's report-which was submitted by the Principal, that the matter of the teachers' engagement was considered, and decision communicated by him to Mr. Stratton.

Communications explaining absence were received from Mr. Clothier and Mr. Seeler.

A communication was presented from J.G. Roberts, asking for the return of a portion of the tuition fee paid for Harold G. Roberts. In accordance with Mr. Stratton's recommendation it was voted to refund $30.

The Chairman submitted a written report from Mrs. Harrison, as Chairman of the sub-committee on Furniture and Metalwork regarding the new forge-room. (A copy of this report in full is appended.)

Re-engagement of teachers.

The matter of re-engagement of teachers for next season was referred to the President and Principal with power to act.

Adjournment.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

Report from Mrs.Harrison.

1628 Locust St.Phila. May 28th,1910

Mr.T.C.Search,
Chairman of the Committee on Instruction
School of Industrial Art of the Penna.Museum.

As Chairman of the Committee on the work in wrought-iron, and especially the development of the new Forge Shop,the full arrangements for the establishing of which were accepted and ordered at the meeting of the Instruction Committee at the first of the year,I am obliged to report that after five months the room is still uncompleted and the chimney not yet erected although the contract for this was placed with Gara McGinley & Co. March 23rd.

There have been many other delays and difficulties so that the opportunity to do the work which was offered has been lost this season entirely. The interest which was awakened by the idea of inaugurating a well-equipped shop has sensibly diminished and it has been a great discouragement to the instructor.

No evidence exists that the firm having the matter of the chimney in charge will within any given time fulfil their contract as no date was specified when it should be completed.

Had the ~~st~~ transfer of the class been made to the large room nearby in the basement - unoccupied except as a store room for temporary consignments of wool the change could have been effected with practically no delay. Also the pipe for conducting the smoke could have been fitted at small expense into the chimney of the crematory which lies in one corner of the room.

Meanwhile,under the very uninviting conditions of the only place which is available for the class,the students have done what they could,and I hope the members of the Instruction Committee will inspect the results which,far as they are below the expectations of those who counted upon the improved conditions under which to work,are nevertheless of marked merit and represent a struggle against heavy odds. It was Mr.Yellin's intention,had the new forge-room been ready,to have the class work there during the ten days that the school exhibits remain on view.

Respectfully submitted
(signed) EMILY LELAND HARRISON
Chairman.

✓ original returned to Mr Search - June 5. see letter.

Minutes of Meeting. Committee on Instruction. Oct.6th,1910

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Sts.,Phila. at half past three o'clock P.M. to-day.

Present:-Mr.Search (in the Chair),Mr.Jenks,Mr.Clothier,Mr. Wood,Mr.Wister,Mr.Bond,Mr.Gay,Mr.Seeler,Mrs.Hipple,Mrs. John Wister.
The Minutes of the previous meeting were read and approved. The Principal's Report was read and accepted,and the recommendations therein concerning the award of scholarships were approved.

Scholarships

Mr.Seeler presented a bill from Gara McGinley & Co. for the stack to the forge-room,already approved by Mrs.Harrison, and reported his approval of this bill for the amount ($80.75) specified in the original estimate. (The Secretary was instructed by the Chair to forward this bill to the Treasurer for attention.) Mr.Seeler also spoke with approval of Mr.Yellin's work in wrought iron.

Stack

Mr.Wood,for the Committee on Weaving and Related Branches reported progress,and also spoke very approvingly of the work done during the summer in renovating the Textile school,and of the special advertising that Mr.France had done.

The following Chairman of committees all reported progress:-

~~Mr.Wister~~, ~~School Building~~
Mr.Bond, Heat Light & Power
Mr.Jenks, Cotton Manufacture
Mr.Gay, Woollen & Worsted Manufacture
Mrs.John Wister, Jacquard and Printed Fabrics.

Mr.Wister,for the Committee on School Building,reported an inspection of the building,which is in very satisfactory condition throughout. He also reported that the new structure for the kier is practically completed and appears to be very satisfactory in every way.

The bills presented by the Principal were approved,and referred to the Executive Committee with the recommendation that they be paid.

Bills

The meeting was then adjourned,

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. November 3.'10

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Phila. at half past three o'clock p.m. to-day.

Present:-Mr. Jenks, Mr. Clothier, Mr. Dana, Mrs. Harrison, Mrs. Jones Wister, Mrs. Smith. In the absence of the President Mr. Jenks was called to the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

Tuition fees remitted.

On motion, duly seconded the fees of J. Alfred Trimble and Jas. A. Sinex for tuition for the current school-year were ordered to be remitted.

Wool storage.

On motion of Mr. Dana a committee was appointed, with power to act in the matter of the wool for the Textile classes, now stored in the basement of the Art school. The Chair appointed Mr. Clothier, Mr. Wood, and Mrs. Harrison.

Votes of thanks.

The thanks of the Committee were voted to Mrs. Harrison for her generous gift of the amount expended for the new forge-room, and to the other donors mentioned in the Principal's report.

Communications explaining absence were received from Mr. Gay, Mr. Bond, Mr. Wister, Mrs. Hipple.

A communication was received from W. J. Nicolls requesting the return of a portion of the tuition fee paid for Claire L. Nicolls, who is unable to attend the classes. It was voted that $12. be refunded.

Reports of Committees.

Mr. Dana, for the Committee on Drawing & Painting, reported progress, as did Mr. Jenks for that on Cotton Manufacture, and Mr. Clothier for that on Silk.

Mrs. Harrison, for the Committee on Furniture & Metal-work reported an interesting movement to be undertaken by the furniture class. She also reported details of the work in wrought-iron and the commendation of the Daughters of the American Revolution on some work for them executed in this class.

Mrs. Smith, for the Committee on Illustration, reported satisfactory progress.

Mrs. Wister gave notice of the Costume Ball to be given at the Bellevue-Stratford under the auspices of the Associate Committee and the Trustees on December 2nd.

Bills.

The bills presented by the Principal were approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned,

Leslie W. Miller

Secretary

Minutes of Meeting. Committee on Instruction. December 1,'10

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets,Phila. at half past three o'clock p.m. to-day.

Present:- Mr.Dana,Mr.Clothier,Mr.Jenks,Mr.Wister,Mrs.Harrison, Mrs.Simmott,Mrs.John Wister,Mrs.Hipple,Mrs.Smith.

In the absence of the president,Mr.Dana was called to the chair.

The Minutes of the previous meeting were read and approved.

Schedule of fees in Art School adopted

The Principal's Report was read and accepted,the schedule of fees in the Art School contained therein was adopted,and the thanks of the Committee were voted to the various donors mentioned therein,as well as to Mr.Oscar E.Merts and Dr. Helen Murphy for services rendered,in accordance with the Principal's recommendations.

Communications explaining absence were received from Mr. Search,Mr.Wood,and Mr.Gay.

Mr.Stratton's clerk

A communication (telephone) was received from Mr.Search, stating that he has authorized the employment of a clerk for Mr.Stratton,at a salary of $6. weekly.

A communication was presented from Mary E.Kirchhoff who is unable,through ill health,to continue in the evening class, after paying for the year's tuition and attending only a few sessions. It was voted that $10. be refunded.

Reports of Committees

The following Chairmen of Committees reported progress-

Mr.Wister.....School building
Mr.Dana.....Drawing & Painting
Mrs.Hipple.....Pottery
Mr.Jenks.....Cotton manufacture
Mr.Clothier.....Silk

Mrs.Harrison,for the Committee on Furniture & metal-work reported progress,and on her motion,duly seconded it was decided to recommend to the Executive Committee that steps be taken to secure a representative collection of Mr. Yellin's work to be retained by the School.

Mrs.Smith,for the Committee on Illustration reported that through the generosity of some members of the Committee,it has been made possible to engage Mrs.Andrade for an additional criticism of one hour a week,and good results are hoped for.

Mr.Clothier,for the committee on removal of wool storage reported that careful consideration had been given to the matter,but that the committee is unable to report any decision at present.

Bills

The bills presented by the Principal were approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned

Leslie W. Miller

Secretary

Minutes of Meeting. Committee on Instruction. January 5, 1911

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, at half past three o'clock to-day.

Present-Mr. Search (in the Chair), Mr. Jenks, Mr. Wood, Mr. Clothier, Mr. Dana, Mr. Harrison, Mr. Wister, Mr. Bond, Mrs. Harrison, Mrs. Sinnott, Mrs. Ellison, Mrs. John Wister, Mrs. Jones Wister.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

The Bills presented by the Principal as part of his report were approved, and referred to the Executive Committee with the recommendation that they be paid.

On motion of Mr. Wood, the recommendation in Director Stratton's report regarding the disposition of the Neumann fund was ordered referred to Counsel, if his decision is favorable, this committee approves Mr. Stratton's suggestion.

Following the reference in Mr. France's report to a brushing machine which he desired to secure, Mr. Thos. S. Harrison offered to donate the purchase price, $250. (Engraved letter of thanks sent Mr Harrison 1-13-11)

On motion, the thanks of the Committee were tendered Mr. Harrison for this generous gift.

Communications explaining absence were received from Mr. Gay, Mrs. Hipple, Mrs. Roberts, Mrs. Smith.

The following Chairmen of Committees all reported progress:-

Mr. Wister.....School Building
Mr. Bond.....Heat, Light & Power
Mr. Wood.....Weaving & Related Branches
Mr. Dana.....Drawing & Painting
Mr. Harrison.....Chemistry & Dyeing
Mr. Jenks.....Cotton Manufacture
Mr. Clothier.....Silk "
Mrs. Harrison.....Furniture & Metal-Work

Mrs. John Wister, for the Committee on Scholarships at the disposal of the Associate Committee reported, in the absence of the Chairman, Mrs. Roberts, that all places were filled.

Mrs. Sinnott, for the Committee on Students' Loan Fund, reported an anonymous gift of $1,000. to the fund, and also reported in some detail the work that was being done through this fund.

Mrs. Harrison submitted four examples of Mr. Yellin's work, and suggested that duplicates of these be obtained from him for the school's collection, payment to be made

from the special fund of $500. ,the raising of which was authorized by the Executive Committee at its meeting of December 8,1910. It was stated that the work in question can be obtained for $50.

On motion,this recommendation was approved.

On motion of Mr.Wood,it was
RESOLVED that in future travelling exhibits of School work be insured by the institution,the amount of the policy being at the discretion of the Principal.

Mr.Wood called attention to a paragraph from the "Ledger" regarding the application of Temple University for a site on the Parkway,and expressed the wish that steps be taken to make a similar application in the interest of this institution. The Chairman explaingd that the disposition of the Mayor toward this institution was well known but that he had not felt justified in pressing the matter of securing a site on the Parkway for the Penna.Museum & School of Industrial Art for the reason that the Trustees were not agreed regarding the desirability of the Parkway as a location for the School.

After a full discussion of the subject it was
RESOLVED that the matter of the removal of the School be referred to the Executive Committee.

The Principal called attention to the need of removing the trees in front of the building. On motion the matter was referred to the Committee on School Building, Mr.Wister,Chairman.

The meeting was then adjourned,

Leslie A. Miller Secretary

Minutes of Meeting. Committee on Instruction.
February 2,1911

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets, at half past three o'clock,today.

Present:- Mr.Search (in the Chair),Mr.Jenks,Mr.Clothier, Mr.Dana,Mr.Harrison,Mr.Seeler,Mr.Wister,Mrs.Harrison, Mrs.Smith,Mrs.Hipple.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.
Mr.Dana spoke in warm praise of Mr.Copeland's work, On motion it was voted to continue Mr.Copeland's salary until the close of the present school-year, June 30th.

A special vote of thanks was passed to the American Moistening Co. for furnishing new humidifiers,as noted in Mr.France's report.

Communications explaining absence were received from Mr.Bond, Mrs,Roberts,Mrs.Sinnott,Mrs.John Wister,Mrs.Jones Wister.

A communication was received from Counsel,Franklin Spencer Edmonds,Esq. in reply to inquiry by the Principal, stating that there is no legal objection to using the income of the Neumann bequest for scholarships.

Mr.Wister,for the Committee on School building reported the removal of the dead trees in front of the building, but stated that he was not yet ready to approve the bill for the work as repairs to fence had not been satisfactorily made.

Mr.Dana for the Committee on Drawing and Painting,reported unsatisfactory condition of Mr.Faber's work,but expressed approval of the work of Mr.Deigendesch and Mr.Muhr,and on motion of Mr.Harrison it was voted that a change be made as soon as possible in the case of Mr.Faber's class,the matter to be taken up by the President and the Committee on Drawing & Painting.

Mr.Seeler,for the Committee on Modelling & Carving,reported progress,as did Mr.Jenks for that on Cotton Manufacture, and Mr.Harrison for that on Chemistry & Dyeing.

Mrs.Harrison,for the committee on Furniture & Metal-work, reported progress,and showed work executed by Mr.Yellin as authorized at the January meeting,and subsequently confirmed by the Executive Committee. The bill for this work, - $50. - was approved and was ordered to be sent to the Executive Committee.

Mrs.Hipple,for the committee on Pottery reported that the rebuilding of the kiln had proved very satisfactory,

and submitted a sample of pottery recently fired, which indicated a decided improvement in the firing over previous work.

The Chairman reported a conference with the Mayor on the matter of a site for the institution on the new Parkway with the result that the Mayor was favorable to granting sufficient land on the Parkway for this institution- both Museum and School- if means can be found to construct the necessary buildings.

The bills submitted by the Principal were approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned

Leslie U. Miller
Secretary

Minutes of Meeting. Committee on Instruction. March2,1911

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Sts.Phila.,at half past three o'clock p.m. to-day.

Present:- Mr.Search (in the Chair),Mr.Jenks,Mr.Clothier, Mr.Dana,MrWister,Mr.Bond,Mrs.Smith,Mrs.Roberts.

The Minutes of the previous meeting were read & approved.

The Principal's Report was read and accepted,and the bills presented by the Principal were approved,and referred to the Executive Committee with the recommendation that they be paid.

Communications explaining absence were received from Col.Harrison,Mrs.Harrison,Mrs.Sinnott,Mrs.Jones Wister.

Mr.Wister,for the Committee on School Building reported that he was still unwilling to approve the bill for removing the trees in front of the building as nothing had been done by the contractors towards remedying the unsatisfactory condition of the fence,damaged by them, as reported last month.

Mrs.Smith,for the Committee on Illustration reported by submitting some samples of work recently done in the class in which the Committee was much interested.

In support of the points raised by Mr.France in his Report,Mr.Bond called attention to the need of making a special effort to secure increased appropriations from both the City and the State.

The Chair reported that the House Committee on Appropriations would be here to-morrow morning,at which time,as well as at the banquet to them which is to be given at the Bellevue-Stratford next Saturday evening,an opportunity would be furnished for presenting the matter to the legislature at Harrisburg.

Mr.Jenks referred to the matter of distributing certain money recently raised by the Associate Committee,and recommended that it be held as a fund to make purchases for,and improvements in,the School.

The Principal explained that he had taken occasion to express his disapproval of using this money in the form of gifts to teachers. If he had gone too far in expressing this disapproval he desired to be corrected.

On motion the Principal's action in expressing his disapproval of the proposal was approved in principle.

The meeting was then adjourned

Leslie A. Miller Secretary

Minutes of Meeting. Committee on Instruction. April 6,'11.

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, at 3.30 o'clock P.M. to-day.

Present:-Mr. Search (in the Chair), Mr. Jenks, Mr. Dana, Mr. Clothier, Mr. Wister, Mrs. Harrison, Mrs. Sinnott, Mrs. Hipple, Mrs. Ellison, Mrs. John Wister, Mrs. Jones Wister, Mrs. Smith.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted, and the following action taken on matters referred to therein-

a. the arrangements for the Commencement Exercises therein noted, were approved and confirmed.

Monthly payments abolished in evening, Saturday, and partial classes.

b. all provision for taking monthly pupils in the partial, evening, and Saturday classes in the Art School was abolished, so that pupils entering such courses hereafter must pay the year's tuition, in advance, or a pro rata amount for the balance of the term from the time of entrance.

Bills

c. the bills presented by the Principal were approved, and referred to the Executive Committee with the recommendation that they be paid.

Communications explaining absence were received from Mr. Harrison, Mr. Gay, and Mrs. Roberts.

Mrs. Wister moved that the reference in the Minutes of the last meeting to the case of money raised by the Associate Committee of Women be expunged and it was so ordered.

Mr. Jenks moved that $200. of the amount raised by the Associate Committee of Women be appropriated to Mrs. Wister to use at her discretion, and it was so ordered.

Reports of Committees.

Mr. Dana, for the Committee on Drawing & Painting reported very encouraging progress, and expressed approval of the recommendation in the Principal's Report looking to the increase of seriousness on the part of the pupils.

Mrs. Harrison, for the Committee of Furniture & Metal-work reported satisfactory progress and submitted some samples of wrought-iron work which were much admired by the Committee.

Mrs. Hipple, for the Committee on Pottery, reported by submitting several samples of work that had been fired since the rebuilding of the kiln, showing the improvements in the results obtained. She also submitted an article on the School's work in pottery which recently appeared in "Arts & Decoration".

Mrs. Smith for the Committee on Illustration reported progress and reported that Mrs. Andrade had given notice that she would

be unable to go on with the work another year.

Mrs.John Wister,for the committee of Printed & Woven Fabrics, Mr.Jenks,for that on Cotton Manufacture,and Mr.Clothier for that on Silk Manufacture,all reported progress.

Mrs.Sinnott,for the Committee on Students' Loan Fund reported very satisfactory progress,two loans having been returned recently.

Mr.Stratton's plan for foreign study of advanced pupils was read and discussed at some length by the members present. Action upon it was deferred.

The meeting was then adjourned,

Leslie W. Miller

Secretary

Minutes of Meeting. Committee on Instruction. May 4,1911

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Sts.,Phila.,at 3.30 o'clock P.M.to-day.

Present;- Mr.Search,(in the Chair) Mr.Jenks,Mr.Dana,Mr. Wister,Mr.Bond,Mrs.Harrison,Mrs.Sinnott,Mrs.Ellison,Mrs.Hipple,Mrs.John Wister,Mrs.Jones Wister.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

Bills approved

The bills presented by the Principal were approved,and referred to the Executive Committee with the recommendation that they be paid.

Form of detailed report of expenses approved.

The report from the Treasurer,submitted by the Principal, showing the expenses of the School for the month just closed,was referred to a special committee consisting of Mr.Jenks and Mr.Wister,to report to the Executive Committee regarding the form of this report.

This committee subsequently reported that the form of this report is satisfactory and recommending its adoption.

Communications explaining absence were received from CoL. Harrison,and Mr.Clothier.

Reports of Committees.

Mr.Wister reported for the Committee on School Building, confirming and approving Mr.France's request for replacing with terra-cotta the worn-out lead drain pipes remaining in the chemical laboratories,as was done in one of the rooms last year. On motion,this work was duly authorized.

Ref. book 15 Trustees Com. See Bailey May 12 '11

Mr.Wister also approved Mr.France's recommendation for a shed in the south yard to store certain machinery,and this matter was referred to the Executive Committee with a favorable recommendation.

Letter to Mrs Hipple 5-5

Mr.Wister called attention to the matter of the floor in the modelling room.which was referred to Mrs.Hipple with the understanding that she should confer with the architect.

Letter to Mr. Steigelman 5-5

It was,on motion,
RESOLVED,that the Superintendent of the Building be instructed to paint the floors in the 2nd and 3rd stories of the Art Department,and to do certain work on the flooring of the passages on these floors.

Mr.Wister submitted a suggestion from Mr.Stratton that the yards in front of the school building be improved by some gardening.

Mrs.Harrison,for the Committee on Furniture and Metal-work reported very satisfactory progress.

The following Chairmen of Committees reported progress-

Mr.Bond, Heat,Light & Power.
Mr.Dana, Drawing & Painting
Mrs.Hipple,Pottery
Mrs.John Wister, Printed & Woven fabrics
Mr.Jenks, Cotton manufacture
Mrs.Sinnott, Students' Loan Fund.

The meeting was then adjourned,

Leslie A. Miller

Secretary

Minutes of meeting. Committee on Instruction. June 1,1911

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad and Pine Streets, Philadelphia,at half past three o'clock p.m.,to-day.

Present:- Mr.Search (in the Chair),Mr.Jenks,Mr.Bond,Mr. Seeler,Mrs.Hipple,Mrs.Jones Wister.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

The matter of the re-engagement of teachers for the ensuing year was referred to the President and Principal with power to act.

The bills presented by the Principal were approved and referred to the Executive Committee with the recommendation that they be paid.

Communications explaining absence were received from

Mr.Wood
Mr.Gay
Col.Harrison
Mrs.John Wister

Mrs.Hipple,for the Committee on Pottery reported by calling attention to the exhibit of this department made in connection with the annual display. She also reported that the matter of repairing the floor in the modelling room had received the attention of the architect,Mr.Seeler.

Mr.Bond,for the Committee on Heat,Light and Power,and Mr. Jenks,for that on Cotton Manufacture,reported progress.

The meeting was then adjourned,

Leslie W. Miller
Secretary.

Minutes of Meeting. Committee on Instruction. October 5,1911.

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad and Pine Streets, Philadelphia, at half past three o'clock P. M., to-day.

Present:- Mr. Search (in the chair) Mr. Jenks, Mr. Clothier, Mr. Wood, Mr. Wister, Mr. Seeler, Mrs. Sinnott, Mrs. Jones Wister, Mrs. Hipple, Mrs. John Wister.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

Communications explaining absence were received from

Mr. Gay
Mr. Bond
Mrs. Roberts

Mr. Wood, for the Committee on Weaving and Related Branches, reported that he had gone over the building with Mr. France and was much pleased with the work that had been done during the summer.

Mrs. Hipple, for the Committee on Pottery, reported that the condition of the floor in the modelling room was not quite satisfactory and suggested that the repairs made during the summer should be extended. Mr. Seeler explained that the repairs which were under his direction were as extensive as he felt justified in making at the time, but he would make a further examination after the meeting and see what could be done to improve the situation.*

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with a recommendation that they be paid.

The meeting was then adjourned.

Leslie Miller
Secretary

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* After the meeting adjourned Mr. Seeler inspected the Modelling Room and ordered the contractors, Doyle & Co. to extend the new flooring far enough to remedy the defects to which Mrs. Hipple had called attention.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. November 2,'11.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half past three o'clock P. M., to-day.

PRESENT:- Mr. Search (in the chair), Mr. Jenks, Mr.Clothier, Mr. Dana, Mr. Wood, Mr. Bond, Mrs. Harrison, Mrs. Roberts, Mrs. John Wister, Mrs. Sinnott, Mrs. Hipple, Mrs. Jones Wister.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

Communications explaining absence were received from

Mr. Harrison
Mrs. Smith
Mr. Gay

Mrs. Smith, for the Committee on Illustration reported (in writing) encouraging progress.

Mr. Wister, for the Committee on School Building reported that he had inspected the building and found everything in good condition.

Mr. Wood, for the Committee on Weaving and related branches,
Mr. Bond for the Committee on Heat Light and Power,
Mr. Jenks for that on Cotton Manufacture,
Mr. Dana for the Committee on Drawing and Painting,
Mrs. Wister for that on Printed and Woven Fabrics,
Mrs. Sinnott " " " Students Loan Fund, and
Mrs. Roberts " " " Scholarships, all reported progress.

Mrs. Hipple for the Committee on Pottery reported that as Mr. Volkmar had moved from Metuchen to Bedford Village, New York, the arrangement observed last year under which he visited the school twice a month, could not be renewed. She recommended that he be re-engaged, however, with the understanding that he come over once a month for two days, in which case the amount of time devoted to the work of the school would be practically the same. The compensation would have to be increased sufficiently to cover his additional travelling expenses which she thought would be about $40. for the year.

The report was on motion accepted and the recommendation regarding Mr. Volkmar's engagement was approved.

Mrs. Jones Wister reported that the Associate Committee of Women intends to give an entertainment in the Ball Room of the Bellevue Stratford on the evening of December 5th, for the benefit of the school.

The bills presented as part of the Principal's Report

were on motion approved and referred to the Executive Committee with a recommendation that they be paid.

The meeting was then adjourned.

Leslie A. Miller

Secretary

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. December 7,1912

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half past three o'clock P. M., to-day.

PRESENT: Mr. Search (in the chair), Mr. Jenks, Mr. Clothier, Mr. Dana, Mr. Harrison, Mr. Gay, Mr. Wister, Mrs. Sinnott, Mrs. Hipple, Mrs. C. Shillard Smith, Mrs. Jones Wister.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted and the recommendation made by the Registrar regarding the refund of certain fees, was approved.

Communications explaining absence were received from

Mr. Wood
Mrs. Harrison
Mrs. Roberts
Mr. Bond

Mr. Wister for the Committee on School Building reported that he had given careful consideration to the urgent need of more room in both the Art and Textile Schools and as a partial remedy for some of the more pressing needs, he recommended that a shed be built in the north yard. He submitted the following bids for this work and recommended the acceptance of Allison & Co's bid:

Frank W. Allison & Co....$835.64
Geo. W. Whitemar.....$990.00

On motion of Mr. Clothier seconded by Col. Harrison the report of the Committee on School Building was referred to the Associate Committee of Women for their consideration with a request that this Committee, after acting on this resolution, report directly to the Executive Committee.

Mr. Dana for the Committee on Drawing and Painting,
Mr. Jenks for that on Cotton Manufacture,
Mr. Gay for the Committee on Woolen and Worsted Manufacture,
Mr. Clothier for that on Silk Manufacture, all reported progress.

Mrs. Harrison for the Committee on Furniture and Metalwork presented a written report which gave in considerable detail an account of the excellent work that was being done in the classes; their overcrowded condition and the urgent need of more room for their accommodation.

Mrs. Hipple for the Committee on Pottery reported that under the rearrangement of Mr. Volkmar's time, authorized at the November meeting, a saving of $95. would be effected over the expense of conducting that class last year. She requested authority to expend this amount for the general

needs of this class. The request was referred to the Executive Committee.

Mrs. Jones Wister reported that the net receipts from the entertainment given on December 5, would probably amount to about $3,000. She felt moreover that the attention that was called to the school by the publicity that was given to the entertainment, was of considerable importance.

The proposal having been made that the present Committee Room be utilized for other purposes, the matter of making this rearrangement was referred to the President and Principal with power to act.

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with a recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. January 4,1912

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half past three o'clock P. M., to-day.

PRESENT: Mr. Jenks, Mr. Clothier, Mr. Harrison, Mr. Dana, Mr. Wood, Mr. Wister, Mr. Bond, Mrs. Harrison, Mrs. John Wister, Mrs. Sinnott, Mrs. Hipple, Mrs. Jones Wister, Mrs. Roberts, Mrs. Shillard Smith.

In the absence of the President, Mr. Jenks was called to the chair.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

Communications explaining absence were received from

Mr. Search
Mr. Seeler

Mr. Wister for the Committee on School Building reported that the work on the large window was started and well under way.

Mr. Wood for the Committee on Weaving & related branches,
Mr. Dana for the Committee on Drawing & Painting,
Mr. Harrison for the Committee on Chemistry & Dyeing,
Mrs. Hipple for that on Pottery,
Mrs. Smith for the Committee on Illustration,
Mrs. Wister for the Committee on Jacquard & Printed Fabrics,
Mr. Jenks for that on Cotton Manufacture, and
Mrs.Harrison for the Committee Furniture & Metal-work, all reported progress.

Mr. Clothier for the Committee on Silk Manufacture reported progress as the result of a thorough inspection which was made to-day.

Mrs.Sinnott for Com. on Students Loan Fund reported progress. She also reported having received a subscription of $100 for Life Membership in the Corporation from Mrs.Hampton L.Carson.

Mrs. Roberts for the Committee on Scholarships reported one (1) vacancy which was about to be filled.

The Chairman reported that the Broad and Allegheny Ave. lot had been offered to the Mayor for the erection of a temporary Convention Hall, on condition that the taxes be remitted.

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with a recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller Secy

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. February 1, 1912

The regular monthly meeting of the committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half past three o'clock., to-day.

PRESENT: Mr. Search (in the chair), Mr. Jenks, Mr. Dana, Mr. Seeler, Mr. Wister, Mrs. Harrison, Mrs. Sinnott, Mrs. John Wister, Mrs. Hipple.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted. The Report of the Superintendent of the Building, was referred to the Committee on Heat, Light and Power.

Communications explaining absence were received from

Mr. Harrison
Mr. Bond
Mrs. Shillard Smith
Mrs. Jones Wister
Mr. Clothier

Reports of Committees

Mr. Wister for the Committee on School Building, reported progress.

Mr. Bond for the Committee on Heat, Light and Power, presented a report in the form of a communication stating that he had been in frequent consultation with the Superintendent of the Building and felt that certain changes in the existing equipment were desirable and suggested that Mr. Steigleman's Report, to be presented today, be referred to his Committee.

Mr. Dana for the Committee on Drawing and Painting,
Mrs. Hipple for the Committee on Pottery,
Mr. Seeler for that on Modelling, all reported progress.

Mrs. Harrison for the Committee on Furniture and Metalwork presented a report on the satisfactory progress in the work of the class and also called attention to the business necessities of Mr. Yellin who had been unfortunate in his business partnership. She expressed the hope that some means might be found for providing a loan to assist him out of his present difficulty. No action was taken by the Committee but the members present were evidently in favor of rendering such assistance if it was found to be necessary.

Mrs. John Wister for the Committee on Jacquard & Printed Fabrics,
Mr. Jenks for the Committee on Cotton Manufacture,
Mrs. Sinnott for that on Students' Loan Fund, all reported progress.

Committee Room

The President for the Committee to which the matter of making use of the Committee Room for School purposes was

referred at the December meeting, reported that it was found impossible to make such use of the room: that the only solution of the problem with which the School was confronted was the erection of an addition to the Textile School which would make it possible to remove all the Textile Machinery and material, from the North wing of the building, thus leaving the wing entirely at the disposal of the Art Department.

Bills

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with a recommendation that they be paid.

The meeting was then adjourned.

Leslie Mullen

Secretary

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. March 7, 1912.

The regular monthly meeting of the committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half past three o'clock, to-day.

PRESENT: Mr. Search (in the chair), Mr. Jenks, Mr. Dana, Mr. Harrison, Mr. Wister, Mr. Bond, Mrs. Harrison, Mrs. Sinnott, Mrs. Hipple, Mrs. John Wister and Mrs. Shillard Smith.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted. Mr. France was authorized to try the experiment in lighting, which was recommended in his report.

notified March 8-12

COMMUNICATIONS:

Reports of Committees

Mr. Wister for the Committee on School Building, reported completion of the large window on the first floor of the Art School.

Mr. Bond for the Committee on Heat, Light & Power, reported the decision of his committee, that a change in the main steam pipe in the boiler house was desirable and was in process of being made, the work being done by our own men.

Mr. Dana for the Committee on Drawing and Painting, reported very satisfactory progress.

Mrs. Harrison for the Committee on Furniture and Metalwork, reported very excellent progress. She also reported the satisfactory solution of Mr. Yellin's business problems.

Mrs. Hipple for the Committee on Pottery reported the failure of Mr. Volkmar to come at the last lesson at which he was due.

Mr. Jenks for the Committee on Cotton Manufacture, reported progress.

Mrs. Sinnott for the Committee on Students' Loan Fund, reported the receipt of $100 from Mr. John T. Morris.

Mrs. Shillard Smith for the Committee on Illustration, reported the need of better ventilation for the class. She also reported that the work of the class was very satisfactory.

notified March-8-12

On motion of Mr. Harrison the matter of ventilating the building was referred to a joint committee, consisting of the Committee on Building and the Committee on Heat, Light and Power.

Bills

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with a recommendation that they be paid.

The meeting was then adjourned. R. A. Miller Secy

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. April 4, 1912.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half past three o'clock, to-day.

PRESENT: Mr. Search (in chair), Mr. Jenks, Mr. Dana, Mr. Wister, Mr. Bond, Mrs. Sinnott, Mrs. Ellison, Mrs. Hipple, Mrs. Jones Wister, Mrs. John Wister.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

notices sent April 8-1912

A recommendation contained in the Report of Director Stratton that the Art & Textile Club be discontinued and the room now occupied by it be used as a lunch room, the present lunch room to be occupied by lockers was referred to a special committee consisting of the Committee on the School Building and Mrs. Sinnott and Miss Lea of the Associate Committee of Women.

Letter sent May 3-1912

On motion of Mr. Dana, seconded by Mr. Jenks the thanks of the Committee were extended to Mr. France for his installation of a new telephone system without expense to the school.

COMMUNICATIONS: explaining absence were received from

Mrs. Harrison
Mr. Clothier
Mr. Seeler

Mrs. Harrison sent a written report of the Committee on Furniture and Metal work to the effect that excellent progress was being made and calling the Committee's attention to some work in wrought iron that had just been completed by the instructor, Mr. Yellin, for the building of the Daughters of the American Revolution in Washington and which was on exhibition in the school building today.

Mr. Bond for the Committee on Heat, Light and Power, reported progress in connection with certain improvements which were under discussion in his Committee.

Mr. Bond for the Joint Committee on improving the ventilation of the building, presented a report which was discussed at considerable length and was referred back to the Committee for further consideration with instructions to report at the next meeting in such form that the matter considered may be referred to the Executive Committee for action.

Mrs. Hipple for the Committee on Pottery,
Mrs. John Wister for that on Printed and Woven Fabrics,
Mr. Jenks for that on Cotton Manufacture,
Mr. Dana for that on Drawing and Painting and
Mrs. Sinnott for that on the Students' Loan Fund, reported progress.

Bills

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with a recommendation that they be paid.

The meeting was then adjourned.

(Signed) LESLIE W. MILLER
Secretary

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. May 2, 1912.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half past three o'clock, to-day.

PRESENT: Mr. Search (in chair) Mr. Jenks, Mr. Dana, Mr. Bond, Mr. Wister, Mrs. Sinnott, Mrs. Jones Wister, Mrs. John Wister, Mrs. Hipple.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted, and recommendations regarding improvement to the building, contained in the Reports of the Principal and Mr. France, were approved and referred to the Executive Committee with a favorable recommendation.

Letter sent May 3-'12

It was on motion, seconded that the thanks of the Committee be extended to Mrs. Noronha for her kindness in sending a collection of samples showing the process of making and printing the Javanese batik cloth to the Art Department.

Letter sent May 3-'12

COMMUNICATIONS: explaining absence were received from

Mr. Seeler
Mr. Harrison

Mr. Wister, for the Committee on School Building, reported that satisfactory attention had been given to the repairs which were reported as needed at the last meeting of the Committee.

Mr. Bond, for the Committee on Heat, Light & Power, reported progress. He also approved of the recommendations contained in Mr. France's Report.

Mr. Seeler, for the Committee on Modelling & Carving, reported, in writing, to the effect that the work was "well directed and satisfactory".

Mrs. Hipple, for the Committee on Pottery, reported satisfactory progress and called attention to the work shown at this meeting.

Mrs. John Wister, for the Committee on Jacquard & Printed Fabrics, reported progress,

Mr. Dana, for the Committee on Drawing & Painting, reported progress.

Mrs. Sinnott, for the Committee on Students' Loan Fund, reported the receipt of $100 from Miss Anna Blanchard.

Letter sent May 3-'12

On motion it was resolved that Miss Nina Lea, as Chairman of the Committee in charge of the League House and Lunch Room, be invited to attend the meetings of this Committee hereafter.

Mrs. Sinnott, for a special Committee on the removal of the Club Room, reported as follows:-

"The Special House Committee beg to submit the following suggestions to the Trustees of the School of Industrial Art:

1st That the large room in the basement now occupied by the Boy's Club, should be used as a Lunch Room, and the present Lunch room divided by a partition, and converted into two rooms, for lockers, the girls on one side and the boys on the other.

2d. It is proposed that the Exhibition Room on the first floor be divided, and the back room be fitted up for the use of the Boy's Club until suitable quarters can be found for it either in the new building, or in one of the rooms of the present building now occupied by machinery." Report referred to in the foregoing.

On motion duly seconded, the whole matter of making the changes was referred to the same committee with power to act. (It consists of Mr. Wister, Mr. Bond, Mrs. Sinnott and Miss Lea, with the understanding that during the contemplated absence of Miss Lea, her place on the Committee shall be taken by Mrs. Hipple.)

Letters sent May 3. '12

Bills

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie U. Miller

Secretary

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. June 6, 1912.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock, to-day.

PRESENT: Mr. Search (in chair) Mr. Wister, Mrs. Hipple.

The Minutes of the previous meeting were read and accepted.

The Report of the Principal was read and approved.

On motion of Mr. Wister seconded by Mrs. Hipple, the re-engagement of teachers was referred to the President with power to act.

COMMUNICATIONS: explaining absence were received from

Mr. Dana
Mr. Bond
Mr. Seeler
Mr. Jenks
Mrs. Roberts
Mrs. Jones Wister

Mr. Wister, for the Committee on School Building, reported an adverse recommendation regarding the division of the auditorium. He reported progress regarding the skylight, the contract for which he expected to give in a few days. Regarding the removal of the club room, lunch room and locker room, ~~xxxxxx~~, it was thought that action should be deferred for the present.

Mrs. Hipple, for the Committee on Pottery, reported progress.

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary

Approved
Alice Story Clark
Annie E. Schmidt
George W. Pullard Smith
Owen Bond
Sabina W. Wister

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. October 3,1912.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock, to-day.

PRESENT: Mr. Search (in chair) Mr. Jenks, Mr. Wood, Mr. Wister, Mr. Bond, Mr. McIlhenny, Mrs. Sinnott, Mrs. Roberts, Mrs. Jones Wister, Mrs. Hipple.

The Minutes of the previous meeting were read and accepted.

The Report of the Principal was read and approved.

It was on motion RESOLVED, that the readjustment of teachers' salaries necessitated by the increased enrollment be referred to the President with power to act.

The matter of providing increased toilet and lavatory accommodations for the Art School, including the installation of a sink in the Illustration Room, was referred to a joint committee consisting of the Committee on the Building and that on Heat, Light & Power, with a request that they report at the next meeting of the Executive Committee.

Letters sent October 4 1912

The reference in Mr. Stratton's Report to the work of the Superintendent of the Building, was referred for attention, to the Committee on School Building and Committee on Heat, Light & Power, with a request to report at the next meeting of the Executive Committee.

The question to which attention was called in the Principal's Report in which the impossibility of conducting the class in Architectural Drawing and that in Worsted Spinning on the same evening, was referred to the President with power to act.

Mrs. Sinnott reported that she had had a conference with the officers of the Textile Alumni Association regarding the duplication of effort which the establishment of a Students' Loan Fund by that body would imply. The results of her interview were very satisfactory and she believed that the fund which the Textile Association was engaged in raising would be known by some other name.

Mr. Bond, for the Committee on Heat, Light & Power, reported that a great deal of work had been done by his committee during the Summer and that very substantial improvement had been effected in the Building.

Bills

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller
Secretary

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. November 7, 1912.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock, to-day.

PRESENT: Mr. Jenks, Mr. Dana, Mr. Wister, Mr. Bond, Mr. Mc Ilhenny, Mrs. Harrison, Mrs. Roberts, Mrs. Sinnott, Mrs. Ellison, Mrs. Jones Wister, Mrs. Hipple, Miss Lea.

In the absence of the President Mr. Jenks occupied the chair.

The Minutes of the previous meeting were read and ~~accepted~~ approved.

The Report of the Principal was read and ~~approved~~ accepted and the refunds of tuition recommended by the Registrar, were authorized.

Mr. France's request that he be authorized to install certain improvements in the heating system was referred to the Executive Committee with a favorable recommendation.

The reference in Mr. Stratton's report to the necessity of providing more adequate locker accommodations was discussed at length by the committee, but no action was taken.

Mr. Wister for the joint committee having charge of the improvements to the building, reported that acting under instructions of the Executive Committee, he had had an interview with Mr. Stratton and Miss Berg regarding the vacating of their rooms. They had expressed themselves as willing to accede to the wishes of the Committee with the understanding that an equitable readjustment of their salaries should accompany such action.

A COMMUNICATION ~~were~~ was received from Mr. Search, who was out of town.

Reports of Committees

Mr. Wister for the joint committee to which the matter of installing new sinks etc. was referred at the last meeting, reported that he had awarded contracts for this work which was in process of completion.

Mr. Bond for the Committee on Heat, Light and Power reported progress.

Mr. Dana for the Committee on Drawing and Painting reported progress.

Mrs. Harrison for the Committee on Furniture and Metal Work, reported very satisfactory progress in both classes which were taxed to the limit of their accommodations.

Mrs. Hipple for the Committee on Pottery reported interesting results and satisfactory progress.

Mrs. Sinnott for the Committee on Students' Loan Fund reported progress.

Mrs. Roberts for the Committee on Scholarships, reported progress.

Bills

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie C. Miller

Secretary

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. December 5,1912.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock, to-day.

PRESENT:-Mr. Search (in chair), Mr. Dana, Mr. Jenks, Mr.Wister, Mr. McIlhenny, Mr. Seeler, Mrs. Harrison, Mrs. Sinnott, Mrs. Roberts, Mrs. Hipple.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted, and the Registrar's recommendations regarding tuitions were approved.

COMMUNICATIONS explaining absence were received from Mr.Bond, Mr. Harrison and Mr. Harding explaining absence and resigning from the Committee, the meetings of which he is never able to attend on account of a standing engagement for that afternoon.

Mr. France presented a letter calling attention to the pitiable condition of the family of George Moyer, one of the Janitors, it was also read.

Mr. Wister for the Committee on School Building reported that with the exception of a sink,for which the contractor was waiting, the improvements in his charge were nearly completed. He asked instructions regarding the improvement of the locker facilities. The Committee was requested to study the problems involved and report its recommendations to the Executive Committee at its next meeting.

Mr. Dana for the Committee on Drawing and Painting reported progress.

Mr. Seeler for the Committee on Modelling and Carving reported satisfactory progress, expressing cordial approval of the methods of instruction employed in these classes. Mr Seeler also reported that at the suggestion of Mr. Stratton and Mr. Morris he had secured certain valuable fragments of Colonial interiors which he had for the use of the school if room could be found for it.

Mrs. Harrison reported excellent progress by the department of Furniture and Metal Work.

Mrs. Hipple for the Committee on Pottery reported progress.

Mr. Jenks for the Committee on Cotton Manufacture reported progress.

Mrs. Sinnott for the Committee on Students' Loan Fund reported progress.

The case of Mr. George Moyer, to which attention had been called by Mr. France, was taken up and ON MOTION duly seconded ,Mr. Moyer's wages were increased to $15.00 a week. In addition to this action by the Committee, personal contribu-

tions, to relieve the immediate necessities of Mr. Moyer, amounting to $50.00 were made at once by the members present.

Bills

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie Wuller

Secretary

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. January 2,1913.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock to-day.

PRESENT:- Mr. Search (in chair), Mr. Jenks, Mr. Dana, Mr. Wister, Mr. Bond, Mr. Harrison, Mr. McIlhenny, Mrs. Harrison, Mrs. Roberts, Mrs. Sinnott, Mrs. Hipple, Mrs. John Wister, Mrs. Jones Wister, Mrs. C. Shillard-Smith, Miss Lea.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted and the matter of employing a lecturer on anatomy was referred to the Principal with power to act in connection with his recommendation that Mr. Faber be employed.

Mr. Wister for the Committee on School Building reported that the plumbing improvements were satisfactorily completed.

Mr. Bond for the Committee on Heat, Light & Power and Mr.Dana for the Committee on Drawing & Painting, both reported progress.

Mrs. Harrison for the Committee on Furniture & Metal Work reported most encouraging progress especially with reference to Mr. Yellin's work in wrought iron.

Mrs. Hipple for the Committee on Pottery,
Mrs. Wister for the Committee on Jacquard & Printed Fabrics,
Mr. Harrison for the Committee on Chemistry & Dyeing,
Mrs. Roberts for the Committee on Scholarships, and
Mrs. Sinnott for the Committee on Students' Loan Fund, all reported progress.

Mr. Wister reported regarding the question of providing more room for lockers, the several suggestions that had been made at the meeting of the Executive Committee. The matter was discussed at length by the members present and on motion of Mrs. Wister, duly seconded it was

RESOLVED, that this Committee request the Museum Committee to permit the $1,000 which it was to receive from the profits of the Witches' Carnival to be added to the amount which was to be given to the school.

The financial needs of the institution were discussed at length. Mr. Harrison urged the need of creating a guarantee fund for the maintenance of the school and offered to subscribe $500 for three years to such a fund.

The Chairman described the efforts which he had made to have the amount appropriated by the City, increased.

The meeting was then adjourned.

Leslie A. Miller

Secretary

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. February 6, '13.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Sts, Philadelphia, at half-past three o'clock, today.

PRESENT: Mr. Search (in chair) Mr. Jenks, Mr. Wister, Mr. Bond, Mr. McIlhenny, Mrs. Sinnott, Mrs. Hipple, Miss Lea.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted, and the recommendation regarding the purchase of casts and the possible resignations of three teachers in the Art Department was approved with the understanding that the joint committee to which the matter was referred, should report to the Executive Committee. On motion, duly seconded, Mr. France was authorized to dismiss Mr. Wile, whose delinquency as a student was noted in his report.

Mr. Dana-Seeder notified. FEB 8 - 1913

COMMUNICATIONS explaining absence were received from
Mr. Dana
Mrs. Harrison
Mrs. John Wister
Mr. Wood

From Dr. Barber reporting that the Museum Committee declined to allow the $1000 which had been promised to it, to be spent for the school.

Mr. Wister for the Committee on School Building, reported that the work recently authorized in the Art Department had been satisfactorily completed.

Mr. Bond for the Committee on Heat, Light & Power, reported that a good deal of work had been done in connection with the heating system, the results of which were very satisfactory. A good deal still remained to be done however, especially in connection with the hot water supply.

Mrs. Hipple for the Committee on Pottery, reported satisfactory progress.

Mrs. Sinnott for the Committee on Students' Loan Fund, and Mr. Jenks for the Committee on Cotton Manufacture, both reported progress.

Miss Lea reported satisfactory progress in the conduct of the Students' League House.

Mr. Bond stated that in his judgment the value of the donation received from the Link Belt Co. as noted in Mr. France's report was very conservative. (this valuation was subsequently changed by Mr. France to $50)

On motion of Mr. Bond, the following minute was adopted:-

Letter sent FEB 8 - 1913

The Committee on Instruction of the Pennsylvania Museum and School of Industrial Art, has heard with profound sorrow of the death of

THOMAS B. RIDINGTON

for nearly twenty years the trusted Chief Engineer of the School. Mr. Ridington was faithful, efficient and devoted in the discharge of the responsible duties of his position, and endeared himself to those with whom he came in contact by the sterling quality of his character, as he commanded their confidence by his mastery of the service he was called upon to perform. The Committee here records its appreciation of his worth and extends its sympathy to his family in its bereavement.

The President announced the following appointments:-

Notified FEB 8 - 1913

Mr. Carruth as Chairman of the Committee on Woolen & Worsted Manufacture, vice Mr. Harding resigned.

Mr. McIlhenny as Chairman of the Committee on Publicity.

The President also appointed the following committee on Legislation with power to add to its number:-

Mr. McIlhenny, Chairman x
Mr. McFadden
Mr. Jenks

Notified FEB 8 - 1913

Bills

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary

x Mr McIlhenny subsequently declined to serve as chairman

MINUTES OF MEETING. BOMMITTEE ON INSTRUCTION. March 6,1913.

The regular monthly meeting of the Committee on Instruction, was held at the school building, Broad & Pine Streets, Philadelphia, at half-past threeo'clock, today.

PRESENT:- Mr. Jenks, Mr. Wood, Mr. Dana, Mr. Wister, Mr. Harrison, Mr.McIlhenny, Mrs. Harrison, Mrs.Roberts, Mrs. Sinnott, Mrs. Jones Wister, Mrs. Ellison, Mrs. Hipple, Mrs. Shillard-Smith.

In the absence of the Chairman Mr. Jenks was called to the Chair.

The Minutes of the previous meeting were read and approved.

Mr Bond notified. MAR 7 - 1913

The Report of the Principal was read and accepted, and the recommendations in Mr. France's Report were referred to the Committee on Heat,Light & Power.

COMMUNICATIONS explaining absence were received from
Mr. Search
Mr. Bond

Mr. Wister for the Committee on School Building reported progress.

Mrs. Sinnott for the same committee reported an unsatisfactory sanitary condition of the School Building. Mrs.Roberts also, spoke to the same effect.

On motion of Mr. McIlhenny it was
RESOLVED to request the President to remove the present Superintendent and to appoint someone in his place after proper notice-unless the charges made against him at this meeting are satisfactorily explained.

Mr Search notified - MAR 7 - 1913

Mr. Wood for the Committee on Weaving & Related Branches reported progress.

Mr. Dana for the Committee on Drawing &Painting reported a conference with Mr. Muhr regarding his contemplated resignation. He had ascertained that Mr. Muhr would probably remain if his salary were increased to $1200 a year. The matter of salaries of instructors was discussed in a general way but no action was taken.

Mrs. Harrison for the Committee on Furniture & Metal Work, and Mrs. Hipple for the Committee on Pottery both reported encouraging progress.

Mrs. Shillard-Smith for the Committee on Illustration reported very satisfactory progress and also regarding certain improvements that had been made in the room at the expense of the Committee.

Mr. Harrison for the Committee on Chemistry & Dyeing reported progress and expressed the need of a special lamp needed for matching colors requested by Mr. France. He hoped a means whould be found to supply this need.

Mr. Jenks for the Committee on Cotton Manufacture and Mrs. Sinnott for the Committee on Students' Loan Fund both reported progress. Mrs Sinnott reported the receipt of a contribution from Mrs Anna Blanchard of $100 - for the Students' Loan Fund.

Mr. McIlhenny for the Committee on Publicity reported steps that had been taken by his committee to promote discussion of the needs of the institution in the newspapers, etc.

BILLS

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie A. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. April 3, 1913.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:- Mr. Jenks, Mr. Wister, Mr. Bond, Mr. McIlhenny, Mrs. Harrison, Mrs. Jones Wister, Mrs. Sinnott, Mrs. Hipple, Mrs. Ellison, Mrs. Shillard-Smith.

In the absence of the President, Mr. Jenks was called to the chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

Letters sent. APR 4- 1913

The Secretary was instructed to extend the thanks of the Committee to the gentlemen who had assisted in receiving the members of the Committee on Appropriations, as noted in Mr. France's report.

Letter sent. Mr. Bond. APR 4- 1913

The reference in Mr. Stratton's report to the defective ventilation, was referred to the Committee on Ventilation, (Messrs. Bond and Wister).

COMMUNICATIONS explaining absence were received from

Mr. Harrison — Mr. Wood
Mr. Dana — Mr. Seeler
Mrs. Roberts

Mr. Wister for the Committee on School Building, reported that the defects complained of at the last meeting had been remedied. The Superintendent had resigned. He advocated the adoption of a policy of filling vacancies of this kind by promoting actual employees whenever this is possible, and he recommended that Mr. Gillyatt be appointed Superintendent. It was on motion

Notified of Res- APR 4- 1913

RESOLVED, to recommend to the President, the appointment of Mr. Gillyatt as Superintendent of the Building.

Mr. Bond, for the Committee on Heat, Light & Power, reported progress regarding the recommendations in Mr. France's report which were being given careful consideration by his committee.

Mr. Seeler, for the Committee on Modelling & Carving, reported, in writing, encouraging progress.

Mrs. Harrison, for the Committee on Furniture & Metal Work, reported excellent progress and submitted samples of Decorative Work and Wrought Iron, recently completed in the classes.

Letter sent. APR 4- 1913

Mrs. Shillard-Smith, for the Committee on Illustration, reported satisfactory progress and recommended that some furniture be loaned from the Museum for the Illustration Room. The request was referred to the Museum Committee.

Mrs. Hipple, for the Committee on Pottery,
Mr. Jenks, for the Committee on Cotton Manufacture,

Mr. McIlhenny, for the Committee on Publicity, and Mrs. Sinnott, for the Committee on Students' Loan Fund, all reported progress.

Mrs. Wister reported regarding an arrangement made with the Initial Towel Supply Company, for supplying the towels used in the Art School.

n the North Yard

Mr. Wister reported a request by the Boys' Club to have the track resurfaced at an expense of perhaps $5. He asked the approval of the Committee of this proposal. The amount mentioned was contributed by Mrs. Harrison, and Mr. Wister was authorized to have the improvement made.

Mr. Wister - notified.
APR 4- 1913

The condition of the trees on Pine Street was referred to by Mrs. Wister, and the matter of caring for them was referred to the Committee on Buildings & Grounds.

BILLS

The bills presented as part of the Principal's Report was on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. May 1, 1913.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:-Mr. Search,(in chair) Mr. Jenks, Mr. Dana, Mr.Wister, Mr. McIlhenny, Mrs. Sinnott, Mrs. Hipple, Mrs. John Wister, Miss Lea, Mrs. Jones Wister.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

Diploma Fee

It was on motion duly seconded,
RESOLVED, that a charge of $5.00 for diplomas be made hereafter, this arrangement to be announced in the forthcoming circular.

Mr. France - Authorized. MAY 2 - 1913

Mr. France was authorized to procure a new watchman's clock. Mr. France's recommendation regarding a Fire Pump, was referred to the Committee on Heat, Light & Power, with a request that they report to the Executive Committee at its next meeting.

Mr Bond. notified. MAY 2 - 1913

The matter of increasing the compensation of Mr. Gillyatt, if he is willing to assume the duties of temporary Superintendent, as recommended in the Principal's Report, was referred to the President with power to act.

notified - MAY 2 - 1913

COMMUNICATIONS explaining absence were received from

Mr. Harrison and
Mrs. Shillard-Smith

Mr. Wister for the Committee on School Building, and for the Committee on Heat, Light & Power, reported progress.

Mr. Dana for the Committee on Drawing & Painting, and Mrs. John Wister for the Committee on Jacquard & Printed Fabrics, both reported progress.

Mrs. Hipple for the Committee on Pottery, reported progress, and called attention to some results which were exhibited at the meeting.

Letter sent. MAY 2 - 1913

Mrs. Shillard-Smith for the Committee on Illustration, reported through Mr. Miller, satisfactory progress, and that several additions to the furniture of the room have been made by the committee. It was moved that a vote of thanks should be extended to the committee.

Mr. Jenks for the Committee on Cotton Manufacture reported progress. He also reported that Mr. Yellin had been awarded the contract for a pair of wrought iron gates, for the building that was in process of erection by the Alumni of Columbia University.

Mr. McIlhenny for the Committee on Publicity reported in detail a good deal of work that had been done during the month.

Mrs. Sinnott for the Committee on Students' Loan Fund, reported satisfactory progress, and that Mr. Yellin, to whom about $1,000. had been advanced, had repaid the whole amount.

BILLS.

The bills presented as part of the Principal's Report ~~was~~ were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie A. Miller

Secretary.

MEETING COMMITTEE ON INSTRUCTION.

Philadelphia, June 5, 1913.

At the meeting of the Committee called for 3.30 today, there was no quorum present and no business was transacted.

Leslie A. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. October 2, 1913.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT: Mr. Jenks, Mr. McIlhenny, Mrs. Roberts, Mrs. Sinnott, Mrs. Hipple, Mrs. Shillard-Smith.

In the absence of the President, Mr. Jenks was called to the chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

The matter of the skylight referred to in the report was on motion referred to the Executive Committee.

Notified

OCT 1913

The matter of increasing the Toilet Room accommodations in the Art School, referred to in Mr. Stratton's report, was on motion referred to Mr. Stratton and Mr. France with a request that they would also take into consideration the feasibility of building an addition to the existing Toilet Room in the middle of the North wing, and report their recommendations to this committee.

COMMUNICATIONS explaining absence were received from

Mrs. Harrison
Mrs. Jones Wister
Mr. Search

Mrs. Hipple for the Committee on Pottery,
Mrs. Sinnott for the Committee on Students' Loan Fund,
Mr. Jenks for the Committee on Cotton Manufacture, and
Mr. McIlhenny for the Committee on Publicity, all reported progress.

Mrs. Shillard-Smith for the Committee on Illustration reported encouraging progress including a large enrollment.

BILLS.

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. November 6,1913.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT: Mr. Search, (in chair), Mr. Jenks, Mr. Dana, Mr. Bond, Mrs. Sinnott, Mrs. Jones Wister, Mrs. Hipple, Mrs. Roberts, Mrs. Shillard-Smith.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

The return of fees recommended by Mr. Allan and Mr. France were authorized.

Mr. France and Mr. Prince and Mr. Stratton notified.
NOV 7 - 1913

On motion of Mr. Bond, seconded by Mrs. Wister, the matter of increased toilet accommodations was referred to the Committee on School Building, with power to act.

COMMUNICATION explaining absence was received from Mr. Harrison

Mr. Bond, for the Committee on School Building, and the Committee on Heat, Light & Power, reported progress.

Mr. Dana for the Committee on Drawing and Painting reported progress with some criticism of the work of the class in Interior Decoration from the costumed model.

Mrs. Hipple for the Committee on Pottery,
Mrs. Smith for the Committee on Illustration,
Mrs. Sinnott for the Committee on Students' Loan Fund,
Mrs. Roberts for the Committee on Scholarships, and
Mr. Jenks for the Committee on Cotton Manufacture, all reported satisfactory progress.

BILLS.

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. December 4, 1913.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:-Mr. Dana, Mr. Bond, Mr. McIlhenny, Mr. Seeler, Mrs. Hipple, Mrs. Jones Wister, Mrs. Ellison, Mrs. Shillard-Smith.

In the absence of the President Mr. Dana was called to the chair

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

Notified DEC 5 - 1913

The reference in Mr. France's report to the need of providing a proper shelter for the machinery in the yard was on motion referred to the House Committee, Mr. Bond Chairman.

Notified DEC 5 - 1913

The need of a plan of the school property, drawn to a scale of 1/8" was presented by the Chairman and Mr. Seeler was requested to take the matter under consideration and report to the Executive Committee at its next meeting.

COMMUNICATIONS explaining absence were received from

Mr. Jenks
Mr. Harrison
Mrs. Harrison
Mrs. Roberts
Mrs. Sinnott

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power reported progress.

Mr. Dana for the Committee on Drawing and Painting,
Mr. Seeler for the Committee on Modelling and Carving,
Mrs. Hipple for the Committee on Pottery,
Mrs. Shillard-Smith for the Committee on Illustration, and
Mr. McIlhenny for the Committee on Publicity, all reported progress.

On motion duly seconded, it was
RESOLVED that the next meeting of this Committee be held on Friday, January 2.

BILLS. The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller
Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. January 2,1914.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:-Mr. Search,(in chair), Mr. Jenks, Mr. Bond, Mrs. Roberts, Mrs. Wister, Mrs. Hipple, Miss Lea.

In advance of the reading of the minutes, Mrs. Wister was granted the privilege of presenting a proposal to invite subscriptions for smaller amounts than the $10. paid by Annual Members. The proposal was discussed at length by the members present and on motion of Mrs. Wister duly seconded, it was

RESOLVED, that it would be wise to try the plan that Mrs. Wister recommends for the purpose of raising funds for this Institution this year, viz:-

To order 5000 circulars (appeal) with envelopes, condensed into a folder so that only it and the subscription paper be enclosed in each envelope and the enclosing papers of appeal and acceptance as follows:

I accept the invitation of the Board of Trustees to contribute to the Pennsylvania Museum and School of Industrial Art as follows:-

Patron Member.....	$5,000.
Life "	100.
Annual "	10.
Annual Subscriber.....	5.
" "	4.
" "	3.
" "	2.
" "	1.
Donation	$

Please cancel lines not applicable.

Name.....

Address.....

.....

(Mrs. Cary understands how to use the whole list of the Social Register, and send to every woman who is head of a family. After that, to every man of every club, as given in the lists in the Blue Book - after that to names of firms selected from the Telephone Book - also that no subscription should be declined.)

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

Letter of thanks sent Mr. Elmon JAN 5 - 1914

The Principal supplemented his written report by an oral statement regarding the responsibility of the school in connection with sanitary requirements under the law. He presented an opinion prepared by Franklin Spencer Edmonds, Esq., Counsel for the institution, to the effect that recent legislation

on this subject evidently applied only to factories and places where work is done for compensation and apparently is not intended to have any reference to schools and colleges.

The Report of the Assistant Treasurer to the effect that he was unable to submit a list of bills at this time was accepted and his proposal to send the bills and summary directly to the Executive Committee, was approved.

COMMUNICATIONS explaining absence on account of illness were received from Mrs. Sinnott and Mr. Dana.

Notified. JAN 5 - 1914

From Mrs. Harrison, notifying the committee that having resigned as President of the Associate Committee of Women, she was no longer a member of the Instruction Committee.

On motion of Mr. Jenks, seconded by Mr. Bond, Mrs. Harrison was made an Honorary Member of the Committee on Instruction.

Letter sent JAN 5 - 1914

From Mr. G. Henry Stetson, resigning from the Committee. The resignation was accepted.

Mr. Bond for the Committee on School Building reported in some detail regarding the installation of lockers in the Lunch Room.

Mr. Bond for the Committee on Heat, Light and Power,
Mrs. Hipple for the Committee on Pottery,
Mrs. Roberts for the Committee on Scholarships, and Mr. Jenks for the Committee on Cotton Manufacture, all reported progress.

The meeting was then adjourned.

Leslie A. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. February 5,1914.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:-Mr. Search, (in chair) Mr. Jenks, Mr. Bond, Mr. McIlhenny, Mrs. Roberts, Mrs. Ellison, Mrs. Hipple, Miss Lea.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

Sent to Mr. Morris. FEB 6 - 1914

On motion of Mr. Wood, seconded by Mr. Jenks, it was ordered that copies of the reports just read by the Principal, be sent to Mr. John T. Morris, a member of the Board of Trustees, who was not a member, either of this committee or of the Executive Committee, to be sent at Mr. Wood's request as the result of certain criticisms made recently by Mr. Morris, which were evidences that the matters discussed in the reports were not well understood by this trustee.

COMMUNICATIONS explaining absence were received from

Mrs. Harrison
Mr. Seeler
Mrs. Jones Wister

Registrar Notified. FEB 6 - 1914

From Mr. Allan recommending the refund of fees of Miss Alice E. Martin and Arthur S. Harrison. It was referred to the Executive Committee with a favorable recommendation.

Mr. Bond, for the Committee on School Building and the Committee on Heat, Light & Power,
Mr. Wood, for the Committee on Weaving and Related branches,
Mrs Hipple for the Committee on Pottery,
Mrs. Roberts for the Committee on Scholarships,
Mr. Jenks for the Committee on Cotton Manufacture, and
Mr. McIlhenny for the Committee on Publicity, all reported progress.

- Sent - MAR 16 1914

The Secretary announced the death of Mr. Dana, and on motion of Mr. Jenks, he was instructed to prepare a suitable minute expressing the Committee's appreciation of Mr. Dana's services and sorrow at his death, a copy of which should be sent to his family.

BILLS.

The Assistant Treasurer's statement was read, and the bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. March 5, 1914.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT: Mr. Jenks, Mr. Wood, Mr. Bond, Mr. McIlhenny, Mrs. Sinnott, Mrs. Hipple, Miss Lea.

In the absence of the President Mr. Jenks was called to the chair.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

On motion the following minute which was authorized to be prepared by the Secretary at the February meeting, was unanimously adopted:-

Sent. MAR 16 1914 to Mrs Dana.

DANA MINUTE.

> The Committee on Instruction desires to record in this place its appreciation of the faithful and efficient services rendered on this Committee for thirty years by their fellow member
>
> CHARLES E. DANA
>
> and their sorrow at his death, which occurred February 1, 1914. A member of the Board of Trustees since 1882 and of this Committee since 1884, he was constant and conscientious in his discharge of every duty which membership in the committee implied, for which service he was, moreover, exceptionally well qualified by virtue of his distinguished ability as an artist, his taste as a connoisseur, his training and experience as a constructive engineer, and the thoroughness of his culture not only in the wide field of general knowledge and experience, but in many special branches of learning with which the interests of this institution are particularly concerned.
>
> In his death the City has lost a public spirited and high minded citizen; this Institution a capable and devoted official, and the members of this Committee, an earnest and courteous associate.

Mr France notified. MAR 6 - 1914

Mr. France's request that he be allowed to accept, on behalf of the school, an offer by the Stafford Loom Co. of Reedville, Mass., to place a Silk Loom in the school as a permanent loan, was approved, and the thanks of the Committee extended to the firm in question for its generous offer.

COMMUNICATIONS explaining absence were received from
Mrs. Harrison
Mr. Seeler
Mrs. Roberts

Mr. Allan notified MAR 6 - 1914

From Mr. Allan recommending the refund of fees of William J. Bunting ($6.). The refund was authorized.

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power,
Mr. Wood for the Committee on Weaving & Related Branches,
Mr. Jenks for the Committee on Cotton Manufacture,
Mr. McIlhenny for the Committee on Publicity, and
Mrs. Sinnott for the Committee on Students' Loan Fund, all reported progress.

Mrs. Hipple for the Committee on Pottery reported by calling attention to the exhibit of recent work ~~attended~~ referred to in Mr. Stratton's Report.

BILLS. The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie A. Miller

Secretary.

Miss Lea's appointment. Miss Nina Lea appointed a member of the Committee on Instruction, by President Leach. See letter from Dr. Barber of March 27 1914

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. April 2, 1914.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:-Mr. Jenks, Mr. Wood, Mr. McIlhenny, Mr. Seeler, Mr. Bond, Mrs. Sinnott, Mrs. Jones Wister, Mrs. Hipple.

In the absence of the President Mr. Jenks was called to the chair.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

Mr. Stratton's reference to Normal Instruction was referred to the Principal to report at the next meeting.

COMMUNICATIONS were received from
Mrs. Roberts
Mr. Search
Mr. Harrison explaining absence.

From Mrs. Charles E. Dana conveying her sincere thanks and appreciation for the "Minute" in connection with the death of Mr. Dana.

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power,
Mr. Wood for the Committee on Weaving & Related branches,
Mr. Seeler for the Committee on Modelling & Carving,
Mrs. Hipple for the Committee on Pottery,
Mrs. Sinnott for the Committee on Students' Loan Fund,
Mr. Jenks for the Committee on Cotton Manufacture, and
Mr. McIlhenny for the Committee on Publicity, all reported progress.

Summer School.

On motion of Mr. McIlhenny, seconded by Mr. Seeler, the plan for conducting a Summer School next July, submitted by Mr. Ege, and recommended by Mr. Stratton in his report, was approved; the division of receipts to be on the basis suggested by the Principal, viz:-

Mr. Ege - Stratton - Chairman notified

All incidental expenses to be paid first, net receipts divided in the following proportion:-
20% to School
80% to Instructor or Instructors in charge.

BILLS.

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie A. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. May 7, 1914.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:-Mr. Search, Mr. Wood, Mr. McIlhenny, Mrs. Sinnott, Mrs. Wister, Mrs. Shillard Smith, Mrs. Hipple, Miss Lea.

In the absence of the President, who however came in later, Mr. Wood was called to the chair.

The Minutes of the previous meeting were read and approved.

Mr. Stratton notified MAY 8 - 1914

The Report of the Principal was read and accepted, and was on motion referred to the President and Principal in consultation with Mr. Stratton, with power to act in connection with increases in salaries referred to in the report.

The Principal reported regarding the matter of Normal Instruction as requested at the April meeting, by presenting certain correspondence that had passed between Mr. Stratton and State Superintendent of Public Instruction Schaeffer, on this subject, showing that the practice of issuing special certificates to graduates of any school without examination had been discontinued.

COMMUNICATIONS explaining absence were received from
Mr. Jenks
Mrs. Roberts
Mr. Bond

Mr. Wood for the Committee on Weaving & Related Branches reported progress.

Engr. Letter sent May-9-1914

Mrs. Harrison for the Committee on Furniture and Metal Work submitted the following report:-

"The screen designed early in the season by Mr. Parke E. Edwards has been completed, and will be shown to the Instruction Committee at the meeting to-day, May 7th. Its execution has occupied this student the entire season of the evening class, with extra Saturday and afternoon hours. While it is most desirable for the School to retain such work, as examples for the entering pupils, it is necessary for the makers to realize some money return for the outlay of time and labor. Mr. Edwards estimates the value of the screen as one hundred and fifty dollars ($150.00). It seems to me important that this piece of industrial art work should be shown, with the pair of tall candlesticks which he made last season, in some prominent place outside the School building, to attract attention to the fact that a special feature such as this, is more and more establishing itself. I have written, inviting Mr. Wilson Eyre to inspect the work, and if possible make some suggestions as to the means of bringing it to the notice of architects.

Mr Barber notified. MAY 8 - 1914

This season's class in wrought iron, as shown by the registrations, has been the largest ever enrolled here, and I think a larger amount of good work has been done."

Mr. Stratton having reported that Mrs. Harrison had subsequently purchased the work referred to and presented it to the Museum, the thanks of the Committee were extended to Mrs. Harrison for the gift of the fire screen, her recommendation regarding the disposition of ~~xx~~ which was approved.*

Mrs. Hipple for the Committee on Pottery reported in some detail regarding the recent work of this class which showed encouraging progress. The Secretary was instructed to congratulate the pottery class on the excellent results obtained.

Letter sent MAY 8 - 1914

Mrs. Shillard Smith as Chairman of the Committee on Illustration supplemented Mr. Stratton's recommendation for increased accommodations for this class, and submitted plans of the suggested alterations to the building. On motion of Mr. McIlhenny, seconded by Mr. Search, the matter of remodelling the rooms over the auditorium, was referred to a committee consisting of Mr. Bond, Mrs. Shillard Smith and Mr. Seeler, to report at the next meeting with estimates ~~and~~ costs.

Members notified MAY 8 - 1914

Mr. McIlhenny for the Committee on Publicity reported progress.

Mr. France's recommendation regarding repairs to the building was referred to Mr. Bond and Mr. France, to report at the next meeting with estimates of cost.

Mr Bond & Mr. France notified MAY 8 - 1914

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

Bills.

The meeting was then adjourned.

Leslie C. Miller

Secretary.

* Mrs. Harrison subsequently explained that it was not her intention to have the Fire Screen installed at Memorial Hall, but for it to remain permanently in the school.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. June 4,1914.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT: Mr. Search (in chair), Mr. McIlhenny, Mr. Seeler, Mr. Bond, Mrs. Roberts, Mrs. Hipple, Mrs. Jones Wister and Mrs. C. Shillard Smith.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted, and the matter of the Panama-Pacific International Exhibit was referred to the Executive Committee with a favorable recommendation.

The question asked by Mr. Stratton, whether the institution would authorize the payment of expenses of packing and transporting articles presented to the school through him, during his contemplated absence in Europe this Summer;

Mr. France's letter containing a list of improvements to the building;

and the matter of renovating the front of the building, the expense of which was estimated by the Principal at $500.00 were also referred to the Executive Committee with a favorable recommendation.

In connection with the renovation of the exterior of the building, the committee, while approving in general, of the recommendation embodied in Mr. France's report, expressed the hope that the Ivy would be preserved as much as possible and for this reason asks that the renovation of the walls of the Court be deferred until Autumn.

COMMUNICATIONS explaining absence were received from

Mr. Jenks and
Mrs. Sinnott

Mr. Bond for the Committee on School Building and for the Committee on Heat, Light and Power, reported progress.

Mr. Seeler for the Committee on Modelling and Carving reported much gratification at the work done by the class.

Mrs. Hipple for the Committee on Pottery reported encouraging progress.

Mrs. C. Shillard Smith for the Committee on Illustration reported excellent progress, but expressed regret at the probable loss of Mr. Everett as an instructor next year.

Mrs. Roberts for the Committee on Jacquard and Printed Fabrics reported with extreme pleasure at the work of the Textile School as shown in the present exhibition.

Mr. McIlhenny for the Committee on Publicity reported progress.

Mr. Seeler for the Committee on the improvement of the rooms over the Auditorium presented a report embodying the results of a careful study of the problem. He estimated the cost of the proposed improvements at about $2,000.

On motion of Mr. McIlhenny, seconded by Mr. Seeler, it was voted to refer the foregoing report to the Executive Committee with a favorable recommendation regarding the improvements, and with the further recommendation that the enlargement of the Auditorium, as advocated sometime ago by Mrs. Jones Wister, be given careful consideration in connection with the contemplated improvements.

Mrs. C. Shillard Smith for the Associate Committee of Women reported that that body would contribute $500. toward the improvement discussed in Mr. Seeler's report and it was ordered that the report be referred to the Executive Committee with a favorable recommendation.

Mrs. Harrison notified JUN 5 - 1914

Mrs. C. Shillard Smith recommended that Mrs. C. Leland Harrison be added to the Sub-Committee in charge of the improvement to the building and the chairman approved the recommendation and instructed the Secretary to notify Mrs. Harrison of her appointment.

Bills.

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie A. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. October 1, 1914.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT: Mr. Search (in chair), Mr. Wood, Mr. McIlhenny, Mr. Bond, Mr. Sullivan, Mr. Seeler, Mrs. Blankenburg, Mrs. Hipple, Mrs. Shillard-Smith, Mrs. Sinnott and Mrs. John Wister.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted and the recommendation regarding the purchase of a saw for the Woodworking Class, at a cost of $125.00 was on motion of Mr. McIlhenny, referred to the Executive Committee with a favorable recommendation.

Mr. Bond notified. OCT 2 - 1914

The recommendation regarding the Textile Toilets was referred to the Committee on School Building.

notified OCT 2 - 1914

The recommendation regarding the reflectoscope was referred to Mr. Stratton to report at the next meeting.

COMMUNICATIONS explaining absence were received from
Mrs. Jones Wister
Mrs. Arthur V. Meigs
Mrs. John Harrison and
Mr. Jenks

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power, reported at length regarding the improvements that had been made during the Summer. His report being supplemented by details furnished by Mr. Seeler. The changes in the original plans made by Mr. Seeler were on motion approved.

Mr. Wood for the Committee on Weaving & Related Branches,
Mr. Seeler for the Committee on Modelling & Carving,
Mrs. Hipple for the Committee on Pottery,
Mrs. Smith for the Committee on Illustration,
Mrs. John Wister for the Committee on Jacquard & Printed Fabrics,
Mr. McIlhenny for the Committee on Publicity, and
Mrs. Sinnott for the Committee on Students' Loan Fund, all reported progress.

BILLS. The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. November 5,1914.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT: Mr. Search, Mr. Jenks, Mr. Wood, Mr. Harrison, Mr. Seeler, Mr. Bond, Mr. McIlhenny, Mrs. Harrison, Mrs. Sinnott, Mrs. Hipple, Mrs. John Wister, Mrs. Jones Wister, Miss Lea and Mrs. Meigs.

President Search occupied the chair.

The Minutes of the previous meeting were read and approved.

Mr. Allan notified

The Report of the Principal was read and accepted and the following refunds of fees as recommended by the Registrar, were authorized:-

Mr. C. L. Buzby $5.00
Mr. L.M. Ogden $5.00

COMMUNICATIONS explaining absence were received from

Mrs. Blankenburg
Mrs. Roberts and
Mr. Sullivan

Mr. Bond & Mr. France notified

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power, reported that he approved Mr. France's recommendation regarding improved toilet facilities and recommended that the additions asked for be authorized. He estimated the expense at $130.00 The recommendation wasapproved.

Mr. Bond also recommended that the outer walls be repaired as suggested by Mr. France. On motion of Mr. Seeler, this matter was referred to the Committee on School Building with power to act.

Mr. Wood for the Committee on Weaving & Related Branches reported very satisfactory progress and expressed pleasure at the excellent results obtained. He was especially pleased with the visit of the graduating class to New England last June, which had apparently brought several new students to the school.

Mr. Seeler for the Committee on Modelling & Carving reported progress.

Mrs. Harrison for the Committee on Metal Work, reported progress and called particular attention to the very important work that is being done by Mr. Yellin in wrought iron.

Mrs. Hipple for the Committee on Pottery,
Mrs. John Wister for the Committee on Jacquard & Printed Fabrics,
Mr. Jenks for the Committee on Cotton Manufacture,
Mr. Harrison for the Committee on Chemistry & Dyeing,
Mr. McIlhenny for the Committee on Publicity, and
Mrs. Sinnott for the Committee on Students' Loan Fund, all reported progress.

Engr. Letter Sent Oct 10 1914

Mr. Seeler asked that a vote of thanks be sent to Mr. Doyle, the contractor, for the service rendered by him in connection with the improvements made during the Summer which were made not only without profit to the contractor but in some details of the work, involved direct contribution on his part.
On motion of Mr. Bond, it was ORDERED, that a letter of thanks be sent to Mr. Doyle.

Mr. Bond & Mr. Seeler notified NOV 2 - 1914

Replying to a question by the Chair, Mr. Seeler reported that the lettering on the front of the building awaited definite instructions regarding the wording of these inscriptions.
On motion of Mr. Harrison it was
ORDERED, that the matter of preparing the inscriptions be referred to the Committee on the School Building (Mr. Bond and Mr. Seeler) with the understanding that the headings used should be respectively "Art School" and "Textile School", and that some announcement of the connection of the school with the Museum in Memorial Hall, be included in the inscriptions.

BILLS

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie A. Miller
Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. December 3,1914.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:- Mr. Search, Mr. Wood, Mr. Jenks, Mr. Harrison, Mr. Bond, Mr. Sullivan, Mrs. Roberts, Mrs. Sinnott, Mrs. John Wister, Mrs. Meigs, Mrs. Hipple and Miss Lea.

President Search occupied the chair.

The Minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.
The recommendations in the Principal's Report regarding improvements to the building were referred to the Committee on School Building.

Mr. Bond notified DEC 9 - 1914

COMMUNICATIONS were received from

Mrs. Blankenburg and
Mrs. Harrison, explaining absence.

From Mr. William J. Doyle acknowledging with appreciation our letter of thanks of the 9th instant.

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power, reported in some detail regarding the repairs to the building either completed or in progress. IN the matter of the renovation of the exterior walls his committee had decided that it was inexpedient to undertake this work during the winter season. The report was accepted.

Mr. Wood for the Committee on Weaving & Related Branches, reported progress.

Mrs. Harrison for the Committee on Furniture and Metal Work submitted a written report which was read. The report gave interesting details of the work of the classes and called particular attention to the work accomplished by Mr. Yellin, the Instructor in Wrought IronWork, and was accompanied by photographs of the very elaborate and beautiful gate- screen recently made by him for Mr. H. C. Frick's house in New York, and an appreciative notice of a similar screen made by Mr. Yellin for the J. Pierpont Morgan Memorial Museum at Hartford Conn., which appeared in the Hartford Courant.

The report also called attention to the inadequate lighting of the forge room and the entire absence of any means of heating it. It suggested the introduction of steam heat and electric light and asked whether an estimate of the cost of such an installation might be obtained for submission at the next meeting.

Mr. Bond notified. DEC 1 - 1914

On motion, duly seconded, it was ORDERED, that the report be accepted and its recommendations regarding improvements in the heating and lighting of the forge room ~~were~~ be referred to the Committee on School Building with power to act.

Mrs. Hipple for the Committee on Pottery, reported satisfactory progress in connection with certain experiments that were being made with the kilns. She recommended that Mr. Scott be authorized to spend about $15 from an incidental fund already in his hands, for equipping the experimental kiln with gas burners.

On motion duly seconded this expenditure was authorized.

Mrs. John Wister for the Committee on Jacquard & Printed Fabrics,
Mr. Jenks for the Committee on Cotton Manufacture,
Mr. Harrison for the Committee on Chemistry & Dyeing,
Mrs. Sinnott for the Committee on Students' Loan Fund, and
Mrs. Roberts for the Committee on Scholarships, all reported progress.

BILLS. The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller
Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. January 7, 1915.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today. P.M.

PRESENT:- Mr. Wood, Mr. Bond, Mr. McIlhenny, Mrs. Sinnott, Mrs. Hipple, Mrs. John Wister, Mrs. Jones Wister, Mrs. Shillard-Smith and Mrs. Meigs.

In the absence of the President, Mr. Wood was called to the chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

On motion duly seconded, it was
ORDERED, that Mr. Stratton be authorized to sell any objects in the Darley collection not required for school purposes, the proceeds to be spent on additions to the school equipment, provided that such sale be subject to the action of the Special Committee appointed at the meeting of the Museum Committee held January 6th.

Notified JAN 8 - 1915
Darley Fund

The Principal called attention to the fact that the heating of the Forge Room was not satisfactory, and supplementing the report of Mr. France on this work, Mr. Bond, Chairman of the Committee on Heat, Light & Power reported that he would endeavor to make the desired correction.

COMMUNICATIONS were received from

Mrs. Roberts
Mrs. Harrison
Mr. Jenks
Mr. Harrison and
Mr. Seeler, explaining absence.

From President Search regarding the preparation of moving pictures of school work for the Panama-Pacific International Exposition.

The Principal explained that this letter was in reply to a request from him for instructions on this subject. The officers in charge of the State Building at the exposition having requested that such an exhibit be made, to which request an early answer was required. The cost of a spool of film 1000 ft. would be $500 according to an estimate received from Wm. H. Rau. The matter was referred to the Executive Committee.

Attention called to Dr. Barber JAN 8 - 1915

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power reported in detail regarding the improvements referred to in Mr. France's Report, and other work that had been done during the month. Regarding the improvements to the attic, recommended by the Principal in his report for December, he reported progress. ~~in this matter~~.

Archway

Mr. Allan notified JAN 1 - 1915

He also reported the placing of the lockers in the hall on the first floor, as mentioned in the Principal's Report, and regarding the completion of the archway between the two rooms used by the Metal Work Class. The question regarding the approval, by the Insurance Agents of this improvement, was raised, and the Secretary was instructed to see that the Agent through whom the school's insurance was placed, was informed regarding this matter.

Mr. Wood for the Committee on Weaving & Related Branches, reported progress.

Mrs. Harrison for the Committee on Metal Work reported, in writing as follows:-

"Report for December of
the Chairman
of the
Committee on Wrought Iron.

Letter sent to Mrs. Harrison JAN 1 1915

A drawing for a lantern to be executed in wrought iron, is shown, with two of its partially finished panels. The design was made by Parke E. Edwards, who was influenced in his choice of style, by his visit to Florence last Summer, as holder of the Mrs. Joseph F. Sinnott foreign scholarship. The Italian Gothic type most appealed to him, especially the heraldic features, such as form the enrichments.

The lantern, when completed by Mr. Edwards, will stand seven (7) feet high, and is designed as a Museum specimen of American craftsmanship.

The two panels in process explain the method of reproducing the pattern.

The proper lighting of the Forge Room was completed during the past month, but the heating has not been attended to, and the students still suffer from the cold.

(Signed) EMILY LELAND HARRISON
Chairman"

Mrs. Hipple for the Committee on Pottery reported the satisfactory installation of the gas for the use in the experimental kiln.

Letter sent to Mr. Stratton JAN 1 - 1915

Mrs. Shillard Smith for the Committee on Illustration, reported progress, and asked for information regarding the reflectoscope which had been mentioned at former meetings. The Principal reported that he had taken up the subject with Williams, Brown & Earle and had been advised that the reflectoscope would probably be valueless for the school unless the facilities for electric light and fixtures for darkening the rooms, at present existing, were materially changed. It was decided that Mr. Oakley, from whom the request for the reflectoscope had come, should confer with the Principal regarding this addition to the equipment to the Art School.

Mrs. John Wister, for the Committee on Jacquard & Printed Fabrics,
Mr. McIlhenny, for the Committee on Publicity, and
M
r

Mrs. Sinnott, for the Committee on Students' Loan Fund, all reported progress.

Notified JAN 9 - 1911

On motion of Mrs. Jones Wister, seconded by Mr. Bond, it was RESOLVED, that hereafter the Committee on the League House, Miss Lea, Chairman, be requested to submit reports at meetings of the Committee on Instruction.

BILLS.

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. February 4,1915.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT: Mr. Search, Mr. Jenks, Mr. Bond, Mr. Sullivan, Mrs. Hipple and Mrs. Meigs.

President Search occupied the chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

Mr. Ege & Mr. Allen Notified FEB 4 - 1915

On motion of Mr. Jenks, seconded by Mr. Bond, Mr. Ege's proposition to conduct a Summer School on the basis of allowing the school to receive 10% of the gross receipts, the balance to be paid to him, was approved.

Mr. France Notified. FEB 5 - 1915

On motion duly seconded, it was
RESOLVED, that a committee be appointed to investigate the inadequate facilities, including ventilation, of the Chemistry & Dyeing Department.

Notified. FEB 5 - 1915

The Chairman appointed on this committee, the following:-

Mr. Sullivan, Chairman
Mr. Harrison

COMMUNICATIONS explaining absence were received from

Mr. Harrison
Miss Lea
Mrs. Sinnott
Mr. Seeler

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power, reported progress regarding the ventilation of the Forge Room and read a letter from Mr. Seeler on the same subject.

Mrs. Harrison for the Committee on Furniture and Metal Work reported the following in writing:-

"Report for January 1915 of the Committee on Furniture and Wood work.

This month some work by students is presented, as follows: A carved Gothic panel which is to be one of the side panels in a Serving Cabinet. The student constructing this piece of furniture is a member of the first year Special class. He has spent six hours a week during the past two months on this piece.

Another Gothic panel is shown which is the work of a third year Normal class student. It is one of the end panels of a Gothic chest. The time given to this piece so far, is nine hours.

The sewing box, also the work of a third year, Normal class student, is one of many such examples of applying the required work of making dove tail joints to a useful article.

The time required to complete this box was eighteen hours.

The Chippendale chair of which the back only is shown, is the work of a third year Interior Decoration class student. The time given to this piece so far, is about thirty hours.

(Signed) EMILY L. HARRISON
Chairman.

Report for January of the Committee on Wrought Iron.

During the month, heat was installed in the Forge Room, making it possible for students to work there cold evenings, and make up on Saturdays, and after four o'clock on other days, some of the time lost in the evenings.

When the Memorial Forge Room was built and equipped by Mrs. John Harrison, the need of provision for its ventilation was called to the attention of the architect, and again to the Building Committee in 1911-12. On both occasions the suggestion was made that the small skylight should be constructed so that it could be lifted free at one end by means of a cord and pulley, and the gases from the forges escape. This was never acted upon, and the opening of the doors and windows fails utterly to give the proper atmosphere in the room. It is of the greatest importance to remedy the condition, as it is affecting the attendance of the pupils.

(Signed) EMILY LELAND HARRISON
Chairman."

Mrs. Hipple for the Committee on Pottery, reported very satisfactory results obtained with the experimental kiln.

Mr. Jenks for the Committee on Cotton Manufacture, reported progress.

Miss Lea for the Committee on the Students' League House, reported satisfactory progress.

BILLS. The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

R. W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. March 4, 1915.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:-Mr. Harrison, Mr. McIlhenny, Mr. Bond, Mrs. Blankenburg, Mrs. Sinnott and Mrs. Hipple.

In the absence of the President, Mr. Harrison occupied the chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

On motion of Mr. McIlhenny, seconded by Mrs. Sinnott, the recommendation in the Principal's Report regarding the salaries of Mr. Andrade and Mr. Oakley, was referred to the Executive Committee with a favorable recommendation.

The recommendation in the Principal's Report regarding the advisability of changing the dates of the opening and closing of the school year was discussed at length by the members of the Committee, and on motion, duly seconded, a proposal to fix each of these dates one week earlier than the present arrangement - making the opening of next year September 20th, and the closing May 25, 1916 - was referred to the Executive Committee with a favorable recommendation.

✓ = Mr. Stratton notified. MAR 5 1915

COMMUNICATIONS explaining absence were received from
Mr. Search
Mr. Sullivan
Mr. Jenks
Mrs. Meigs
Mrs. Harrison
Miss Lea
Mr. Seeler

Communications

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power, reported progress.

Mrs. Harrison for the Committees on Furniture and Metal Work, reported as follows:-

"REPORT OF THE WOODWORKING DEPARTMENT FOR FEBRUARY 1915.

During the month of February the several classes in this department progressed successfully. The students of the Normal, Special, and Saturday classes are doing very good work. Some of the students have accepted temporary positions, but will return to their respective classes before the end of the school year.

Mr. Matthew Bell was appointed to the position of Instructor in Manual Training in the Public Schools at Morristown, New Jersey. Salary $1200. Mr. John Robertson, a former pupil here, resigned from this position to accept a more important one at the Philadelphia Trade School, Philadelphia.

Mr. Walter Scott was appointed Director of Manual

Training in the Public Schools in Woodbury, New Jersey.

There are several pupils attending on Saturdays from the Philadelphia Trade School, and if special circulars or cards advertising this and the evening classes were displayed there, it is more than likely a considerable addition would be made to the number here.

(Signed) EMILY L. HARRISON
Chairman.

REPORT FOR FEBRUARY 1915 OF THE COMMITTEE ON WROUGHT IRON.

The means taken to effect proper ventilation of the Forge Room have failed entirely, as the placing of the opening to admit air, and allow the gases and smoke to escape is exactly the opposite to what it should be, and in fact drives the smoke and gas back into the room.

As no plan or process was presented to any one in any way connected with the work of the forge room, it could not be anticipated by the instructor or others that no consideration would be given to the laws of ventilation in treating the problem. Those directly engaged in the room are the best authorities on the subject, but like the installation of the heat, the lighting, and the furnishing of coal, (indeed the building from its inception) it is not in their hands, The Chairman feels disappointed that so many obstacles should be placed in the way of the progress she had hoped would be made.

As only five weeks remain of this season's seesion all the members ofthe class have been put upon the two large subjects mentioned in the previous reports, in an effort to complete them this term.

Mr. Yellin's personal business is increasing by leaps and bounds, orders even coming from Philadelphia. He has still difficulty in securing sufficient workmen, and is obligad to accept orders without any idea of the time in which they can be fulfilled.

(Signed) EMILY L. HARRISON
Chairman."

Mr. Stratton notified MAR 2 - 1915

On motion of Mr. McIlhenny, duly seconded, the matter of improving the ventilation of the Forge Room was referred to Mr. Stratton with power to act.

Mrs. Hipple for the Committee on Pottery, reported by calling attention to an exhibit of work recently fired, which was arranged in the Committee Room.

Mr. Harrison for the Committee on Chemistry & Dyeing,
Mr. McIlhenny for the Committee on Publicity, and
Miss Lea for the Committee on Students' League House, all reported progress.

The meeting was then adjourned.

Leslie A. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. April 1, 1915.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:-Mr. Search, Mr. Jenks, Mr. Harrison, Mr. Bond, Mrs. Sinnott, Mrs. Jones Wister, Mrs. John Wister, Mrs. Shillard-Smith and Mrs. Meigs.

President Search occupied the chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted, and the following refunds of fees as recommended by the Registrar, were authorized:-

Mr. Allan notified APR 7 1915

Miss Helen G. Daley	$3.00
" Katharine S. Gross	$15.00
Mr. F. M. Freas	$55.00

The Registrar's recommendation that the amount of refund of Mr. Alfred L. Bannin's fees be referred to Mr. France, was also approved.

Regarding the reference in Mr. France's Report to the need of replacing the door sill of the front door, it was on motion RESOLVED, that the bid of George R. Peacock, to replace the sill with a new one, at an expense of $30.00, be referred to the Executive Committee with a favorable recommendation.

Mr. France notified APR 7 1915

COMMUNICATIONS explaining absence were received from

Miss Lea
Mrs. Hipple
Mr. McIlhenny
Mr. Sullivan, and
Mr. Wood.

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power, reported progress.

Mrs. Harrison for the Committee on Furniture and Metal Work, reported in writing, the following:-

"REPORT OF THE CHAIRMAN OF THE COMMITTEE ON WOOD CARVING,
March 1915.

The Evening Class in Wood-work and carving closed on the 31st inst., some of the pupils continuing in the Saturday Class to complete work not finished. In all the sections of the Day Class, the pieces of furniture are being set up in their final construction and prepared for the Exhibition. More stress has been laid upon the "Manual Training" features of the wood-work this year, than the production of furniture, as the increased demand for Teachers of this subject continues, and, as before reported, has taken several of the best students away, to fill good positions too important to forego.

(Signed) EMILY L. HARRISON
Chairman of the Committee on Wood-work.

REPORT OF THE CHAIRMAN OF THE COMMITTEE ON WROUGHT IRON March, 1915.

The Class in Wrought Iron closed March 27th when the regular evening sessions ended. The large problems undertaken this season not being finished at this time, some extra evenings will be spent on them under the direction of Mr. Edwards.

The elevation of the Sky-light, and the introduction of openings in its sides for Ventilation, was accomplished during March. The ground for Mr. Yellin's new establishment has been purchased, and the architects, Messrs. Mellor and Meigs are designing the building.

Photographs accompanying this report, of Mr. Yellin's most recent work:- a gate for the Gothic house of Mr. Zuidal at Newport. The Coats-of-Arms in relief upon it, are to be richly painted in heraldic colors.

(Signed) EMILY L. HARRISON
Chairman of the Committee
on Wrought Iron."

Mrs. Shillard-Smith for the Committee on Illustration,
Mrs. John Wister for the Committee on Jacquard & Printed Fabrics,
Mr. Jenks for the Committee on Cotton Manufacture,
Mrs. Sinnott for the Committee on Students' Loan Fund, and
Miss Lea for the Committee on Students' League House, all reported progress.

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. May 6, 1915.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:- Mr. Jenks, Mr. Wood, Mr. McIlhenny, Mr. Seeler, Mr. Sullivan, Mrs. Blankenburg, Mrs. John Wister, Mrs. Jones Wister, Mrs. Roberts, Mrs. Shillard-Smith.

In the absence of the Chairman, Mr. Jenks occupied the chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.
The question regarding the adjustment of tuition fees of pupils who entered before the fees were increased, which was asked by the Registrar and referred to in the Principal's Report, was discussed at length, and on motion, duly seconded, it was RESOLVED, that where an actual contract was made with a student to the effect that he would be allowed to finish his course at the rate in force at the time he entered the school, this agreement should stand. In the cases of all others, the Board affirms its right to fix the fees regardless of the date of entrance.

FEES
Mr. Allan notified.
MAY 7 - 1915

The following refunds of fees as recommended by the Registrar were authorized:-

Mr. Allan notified
MAY 7 - 1915
Refunds.

Jane Levinson,.....	$ 12.00
Julian Kiker,.....	$ 2.00
Alfred L. Bannin.....	$104.00

COMMUNICATIONS explaining absence were received from:

Mr. Search
Miss Lea
Mrs. Sinnott
Mrs. Hipple

Exterior Walls facing the Court Yard.

Mr. Seeler for the Committee on School Building, submitted two estimates of $525.00 and $559.00 respectively, for renovating the exterior walls of the building facing the Court Yard. He recommended that $525.00 be appropriated for this purpose. The report was referred to the Executive Committee.

Mr. Wood for the Committee on Weaving & Related Branches, reported his cordial approval of the practice of visits by members of the Graduating Class to New England, which was referred to in Mr. France's report.

Mrs. Shillard-Smith for the Committee on Illustration, Mrs. John Wister for the Committee on Jacquard & Printed Fabrics, Mr. Jenks for the Committee on Cotton Manufacture, and Mr. McIlhenny for the Committee on Publicity, all reported progress.

Mrs. Roberts for the Committee on Scholarships and the Committee on the Leggue House, reported satisfactory progress.

Exhibit at National Museum.

Notified MAY 7 - 1915

On motion of Mr. McIlhenny it was RESOLVED, that Mr. Stratton be requested to report to the Executive Committee at its next meeting, the estimated expense of making the special exhibit at the National Museum, Washington, asked for in his report.

Sent MAY 8 - 1915

Awnings

The Principal called attention to the awnings which had been put up in the front of the building by Mrs. Logan of the Associate Committee of Women, and on motion, duly seconded, the thanks of the committee were tendered to Mrs. Logan for this improvement.

BILLS.

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. June 3,1915.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:-Mr. Search, Mr. Wood, Mr. Bond, Mr. McIlhenny, Mrs. Blankenburg, Mrs. Sinnott, Mrs. Hipple.

President Search occupied the Chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

COMMUNICATIONS explaining absence were received from

Mrs. Meigs and
Mr. Seeler

Painting of Library.

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power, reported progress. He also reported his approval of the painting of the Library as recommended in the Principal's Report, and on motion duly seconded, the Principal, in consultation with Mr. Seeler, was authorized to have the Library painted at a cost not to exceed $100.00

Mr. Wood for the Committee on Weaving & Related Branches, reported his extreme satisfaction at the exhibition.

Kiln Room

Mrs. Hipple for the Committee on Pottery, reported progress and spoke of the pressing need of a room for use in connection with the kiln. She requested that a small room which adjoined the kiln, and which was now used for other purposes, should be vacated and used for the purpose suggested above. The matter was referred to the Building Committee in consultation with the President.

Mr. McIlhenny for the Committee on Publicity and Mrs. Sinnott for the Committee on Students' Loan Fund, reported progress.

New Gallery in Court Yard.

The need of more room for both departments of the school was discussed at length, and the suggestion that another gallery be built in the court yard for the use of the Textile School, was referred to Mr. Bond, Chairman of the Committee on School Building.

The question of Teacher's salaries was referred to the President and Principal to report to the Executive Committee.

The Meeting was then adjourned.

Leslie A. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. October 7,1915.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:- Mr. Search, Mrs. Blankenburg, Mrs. Sinnott, Mrs. Roberts, Mr. McIlhenny, Mrs. Hipple, Mrs. Shillard-Smith, Mr. Bond and Mr. Wood.

President Search occupied the chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

On motion of Mrs. Shillard-Smith, it was
RESOLVED, that the thanks of the Trustees be extended to Mr. E. W. Fairchild, President of the Daily Trade Record, of New York, for the generous service rendered to the school as described in Mr. France's report. (The duty of preparing a letter to Mr. Fairchild was left with the President).

Mr. Search notified OCT - 1915

On motion of Mrs. Shillard-Smith, it was also
RESOLVED, that the thanks of the Trustees be extended to Mr. France for his generous action in purchasing a loom, as mentioned in his report.

Letter sent

Mr. McIlhenny moved that Mr. Stratton be asked to explain to the next meeting, the necessity for conducting the Woodworking Class on Saturday afternoon, and also to report a definite plan for installing power, with an estimate of the cost.

Mr. Stratton notified OCT 8 - 1915

The recommendation in Mr. Stratton's report regarding the inspection of boarding places, was referred to the Associate Committee of Women.

Mr. Stratton notified OCT 8 - 1915

COMMUNICATIONS explaining absence were received from
Mrs. Meigs
Miss Lea

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power, reported satisfactory condition of the building which his committee felt never looked better.

Mr. Wood for the Committee on Weaving & Related Branches, reported satisfactory conditions of the Textile Department.

Mrs. Hipple for the Committee on Pottery, reported progress.

Mrs. Shillard-Smith for the Committee on Illustration, reported very satisfactory progress as indicated by interviews with several students during the Summer.

Mr. McIlhenny for the Committee on Publicity, reported that a request had been received from Mr. Scott that provision might be made for an exhibition in Philadelphia, of the school work now on exhibition in Washington, which his committee had under consideration.

Mrs. Sinnott for the Committee on Students' Loan Fund, reported progress.

Mrs. Roberts for the Committee on Scholarships reported progress.

Mrs. Roberts for the Committee on Students' League House reported regarding the very excellent work that was being done at the League House, the present conduct of which she very cordially commended.

Letter sent by Mrs Roberts

Mrs. Roberts offered a resolution (to be written by her) expressive of the Committee's sense of loss in the death of Mrs. Rodman B. Ellison, and appreciation of thedevoted service which she had rendered to the institution as a member of the Associate Committee of Women since 1892.

Bills

The bills presented as part of the Principal's Report were on motion approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie A. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. November 4,1915.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:- Mr. Search, Mrs. Harrison, Mr. Seeler, Mrs. John Wister, Mrs. Hipple, Miss Lea, Mrs. Sinnott, Mrs. Jones Wister, Mr. McIlhenny, Mrs. Meigs, Mr. Bond, and Mrs. Roberts.

President Search occupied the chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

Mr. Stratton notified NOV 5- 1915

Saturday Afternoon Class in Woodwork.

The recommendation in the Principal's Report that the Saturday afternoon class in Woodwork be discontinued after this year, was discussed, and on motion of Mr. McIlhenny, seconded by Mrs. Jones Wister, the Secretary was instructed to secure from Mr. Stratton a full report on the need of continuing the Saturday afternoon class; it being the feeling of the committee that the class should be discontinued after this year unless good reasons for its continuance be shown.

Mr. Allon notified NOV 5- 1915

Refunds

The following refunds of fees as recommended by the Registrar were authorized:-

Lillian Sharp.....$80.00
Alice R. Douglas.....$10.00

COMMUNICATIONS were received from:

Mr. Harrison, explaining absence.

Mr. Bond notified NOV 5- 1915

From Hon. Warren C. Graham regarding the loan of one of our yards to the Board of Recreation, during the Summer vacation, for ~~the~~ use as a playground.

This matter was referred to the Committee on School Building.

Toilet Facilities.

Mr. Seeler notified NOV 5- 1915

Mr. Seeler for the Committee on School Building reported several recommendations regarding improved toilet facilities. The report was supplemented by Mrs. Sinnott, who spoke of the need of improving the bath room in Mr. Stratton's apartment.

On motion of Mrs. Jones Wister, the matter of improving the toilet facilities of Mr. Stratton's apartment, and the adjoining dressing room, was referred to the Committee on School Building with power to act.

Mr. Search notified NOV 5- 1915

On motion of Mr. McIlhenny, seconded by Mr. Bond, the President was authorized to fill the two Temple Scholarships at present vacant, at his discretion.

The bills presented as part of the Principal's Report were on motion approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned. Leslie A. Miller

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. December 2,1915.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:-Mr. Search, Mr. Jenks, Mr. Sullivan, Mr. McIlhenny, Mrs. Sinnott, Mrs. Hipple.

President Search occupied the chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted, and the following refunds of fees as recommended by the Registrar were authorized:-

Mr. Allan notified DEC 3 - 1915

Dorothy Campbell.....$28.00
Lena B. Hillis.....$ 7.50

COMMUNICATIONS explaining absence were received from

Mrs. Jones Wister
Mr. Bond and
Mrs. Meigs

Mrs. Hipple for the Committee on Pottery,
Mr. Jenks for the Committee on Cotton Manufacture, and
Mrs. Sinnott for the Committee on Students Loan Fund, reported progress.

Letter sent to Mr. Wanamaker DEC 3 - 1915

Mr. McIlhenny for the Committee on Publicity, reported expressing appreciation of Mr. Wanamaker's generosity in granting the institution the use of the room in the Lincoln Building in which the recent exhibition was held.

On motion of Mr. McIlhenny it was ordered that the Secretary convey the thanks of this committee to Mr. Wanamaker, for the use of the room, and expressing appreciation of the service which he rendered in this way in making the work of the school better known.

Letter sent DEC 3 - 1915

On motion of Mr. Jenks the Secretary was instructed to convey the thanks of the committee to Mrs. Sinnott, and through her to the other members of the Associate Committee, for the new lights which had been installed in the school.

Mrs. Sinnott reported that acting under instructions of the Committee on School Building, she had thoroughly renovated the toilet facilities in Mr. Stratton's apartment.

Mr. Bond, and Mr. Seeler notified DEC 3 - 1915

On motion of Mr. Jenks the Secretary was instructed to request the Committee on School Building to make the necessary changes in the Girls' Dressing Room on the first floor, during the Christmas Holidays.

Letter sent DEC 3 - 1915

The Secretary was instructed to request Mr. France to make a satisfactory arrangement with the Engineer by which ~~the~~ power can be furnished to the Woodworking Class on Saturday afternoons.

Bills

The bills presented as part of the Principal's Report were on motion approved, and referred to the Executive Committee with the recommendation thatthey be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. January 6,1916.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:- Mr. Search, Mr. Jenks, Mr. Wood, Mr. McIlhenny, Mr. Bond, Mr. Seeler, Mrs. Sinnott, Mrs. John Wister, Mrs. Shillard-Smith, Mrs. Jones Wister.

President Search occupied the chair.

The minutes of the previous meeting were read and approved.

Mr. Allan notified JAN 1916

The Report of the Principal was read and accepted, and the following refunds of fees as recommended by the Registrar were authorized:-

Miss Olivia Rinehart.....$5.00
Mr. Grant Bussler.....$40.00

COMMUNICATIONS explaining absence were received from
Mr. Sullivan and
Mrs. Hipple.

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power, reported that it was found to be impossible to make the improvements to the Girls' Dressing Room on the First Floor, during the holidays, the work had therefore been deferred until Spring.

Mr. Seeler supplemented the report by testifying to the satisfactory completion of the improvements to Mr. Stratton's apartment which had been made under Mrs. Sinnott's direction, and the bills for which he had approved.

Mr. Wood for the Committee on Weaving and Related Branches, reported progress.

Mr. Seeler for the Committee on Modelling and Carving, reported very favorable progress, especially in the Cabinet Work.

Mrs. Shillard-Smith for the Committee on Illustration reported very encouraging progress in the arrangements for the Masque in which she was much interested.

Mrs. Sinnott for the Committee on Pottery,
Mrs. John Wister for the Committee on Jacquard & Printed Fabrics,
Mr. Jenks for the Committee on Cotton Manufacture, and
Mrs. Sinnott for the Committee on Students' Loan Fund, all reported progress.

Mr. McIlhenny for the Committee on Publicity, reported encouraging progress, especially as indicated by the entertainments, and the exhibition at Memorial Hall, soon to be held.

He also reported that arrangements had been made to advertise the institution by cards in the trolley cars, which were now being prepared in the Art School.

The bills presented as part of the Principal's Report were on motion approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. February 3,1916.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:- Mr. Jenks, Mr. McIlhenny, Mrs. Sinnott, Miss Lea, Mrs. Hipple, Mrs. Meigs, Mr. Bond, Mr. Sullivan.

In the absence of the Chairman, Mr. Jenks occupied the chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

Room in loft

Mr Seeler notified FEB 4 1916

The recommendation regarding the improvement of the loft to provide additional storage room for the Art Department, was on motion duly seconded, referred to the Committee on School Building with power to act.

Coal

Mr. France FEB 4 1916

The suggestion in Mr. France's report that it might be desirable to lay in a stock of coal in view of the probable increase in price which would attend the threatened strike was noted, and on motion duly seconded, the suggestion was referred to the Principal and Mr. France with power to act.

Repairing Sidewalk

Mr. Bond notified FEB 4 1916

On motion duly seconded, the matter of repairing the sidewalk on 15th Street, the need of which was brought to the attention of the committee by a notice from the Bureau of Highways, which was appended to Mr. France's report, was referred to the Committee on School Building with power to act.

COMMUNICATIONS explaining absence were received from

Mr. Search
Mr. Seeler and
Mrs. Jones Wister

Reports

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power,
Mrs. Hipple for the Committee on Pottery,
Mr. Jenks for the Committee on Cotton Manufacture,
Mrs. Sinnott for the Committee on Students' Loan Fund, and
Miss Lea for the Committee on Students' League House, all reported progress.

Mr. McIlhenny for the Committee on Publicity reported progress with the proposition to advertise in trolley care, in connection with which work he reported an offer by Mr. Bond of a prize for the placards to be used for this purpose.

Letter sent — FEB 24 1916

Death of Mr. Muhr

On motion of Mr. McIlhenny, duly seconded, the following was adopted:-

The Committee on Instruction of the Pennsylvania Museum and School of Industrial Art desires to record its sincere regret at the death on February second 1916, at the age of fifty-four, of

PHILIP MUHR

for many years a capable and loyal member of the teaching staff of this school.

Death of Mr. Muhr

Mr. Muhr was a gifted and accomplished artist, an efficient and sympathetic instructor, and a genial and lovable man, in whose death the officers of this institution have suffered the loss of a devoted and faithful associate, and his pupils a kindly and helpful master.

RESOLVED, that this expression of the Committee's appreciation of Mr. Muhr's services and character be entered upon the minutes of this meeting and a copy sent to his family.

Bills

The bills presented as part of the Principal's Report were on motion approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. March 2, 1916.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:-Mr. Search, Mr. Jenks, Mr. Harrison, Mr. Wood, Mrs. Sinnott, Mrs. Hipple, Mrs. Jones Wister and Mrs. Meigs.

President Search occupied the chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

COMMUNICATIONS explaining absence were received from
Mr. Bond and
Mr. Seeler.

Mr. Wood for the Committee on Weaving & Related Branches, Mr. Jenks for the Committee on Cotton Manufacture and Mr. Harrison for the Committee on Chemistry & Dyeing, all reported progress.

The bills presented as part of the Principal's Report were on motion approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie C. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. April 6,1916.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:-Mr. Search, Mr. Jenks, Mr. McIlhenny, Mr. Bond, Mr. Sullivan and Mrs. Sinnott.

President Search occupied the chair.

The minutes of the previous meeting were read and approved.

Mr. Allen notified APR 7 - 1916

The Report of the Principal was read and accepted and the following refund of fees as recommended by the Registrar, was authorized:-

William W. Burroughs.....$ 9.50

Lamps.

Mr. Seeler notified APR 7 - 1916

Mr. Seeler notified APR 7 - 1916

Mr. Bond notified APR 7 - 1916

On motion of Mr. Sullivan, duly seconded, the recommendation in Mr. France's Report that lamps be placed in front of the building, was referred to the Committee on School Building.

On motion of Mr. McIlhenny, seconded by Mr. Jenks, Mr. Seeler was requested to furnish drawings sufficient to enable an estimate of the new building referred to in Mr. France's Report, to be obtained.

The matter of the engine in Mr. France's Report was referred to the Committee on Heat, Light & Power.

War Posters.

Letter sent APR 7 - 1916

Mr. McIlhenny called attention to the historical, as well as artistic interest of the English War Posters, the display and sale of which, for the benefit of the Belgian Refugees, formed a conspicuous feature of the Poster Exhibition, now being held in the school building. He felt that it was desirable that a collection of these posters should be preserved in the school and generously offered to contribute one hundred dollars for the purchase of such a collection, the selection of which should be made by Mr. Stratton and the Principal.

On motion, duly seconded, Mr. McIlhenny's offer to contribute a collection of European War Posters to be purchased from the current exhibition, was accepted, and the thanks of this committee tendered to Mr. McIlhenny for his generous action.

COMMUNICATIONS were received from

Mr. Wood,
Mr. Seeler and
Mrs. Meigs, explaining absence.

Attic Improvement

Bill paid. APR 7 - 1916

From Mr. Seeler enclosing O.K.'d bill of Doyle & Co. for $128.70 for cutting skylights in roof and making rooms for costumes.

Payment of the bill was authorized and thanks extended to Mr. Doyle and to Mr. Seeler.

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power, reported his approval of the communication submitted by Mr. Seeler regarding the improvements to the attic that had been made by Mr. Doyle.

Mr. Jenks for the Committee on Cotton Manufacture and Mrs. Sinnott for the Committee on Students' Loan Fund, reported progress.

Mr. McIlhenny for the Committee on Publicity reported excellent progress in promoting this interest by the exhibition at the Hall as well as the Poster Exhibition at the school.

Bills

The bills presented as part of the Principal's Report were on motion approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. May 4, 1916.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:- Mr. Search, Mr. Jenks, Mrs. Roberts, Mrs. Hipple, Mrs. Sinnott, Mrs. Jones Wister, Mrs. Meigs, Mr. McIlhenny and Mr. Bond.

President Search occupied the chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted and his action in arranging exhibitions of school work at Springfield and Washington, was approved.

Fire Hose & Roof

The reference in Mr. France's report to the need of new fire line ~~hose~~ and repairs to the roof, was referred to the Committee on School Building with power to act.

New Kiln

The proposal to build a new kiln was referred to the Executive Committee with a favorable recommendation, the hope being expressed by the members of the Associate Committee of Women who were present, that that Committee would be able to contribute $100 toward the expense.

Mr. McIlhenny moved that the salary increases recommended by Mr. Stratton be referred to the President and Principal with power to act. So ordered.

Letter sent Mr. Bond MAY 8 - 1916

On motion of Mr. McIlhenny it was ordered that Mr. France's reference to the need of increased accommodations for the Textile School be referred to the Committee on School Building.

Plans

The Chairman called attention to the plans for a new building which he had had prepared in 1893 by Mr. Frank Miles Day, which would be left at the school for inspection by the members of this committee, and of the Associate Committee of Women, at their leisure.

COMMUNICATIONS were received from
Mr. Harrison and
Mr. Seeler, explaining absence.

From Mr. Seeler conveying to the Committee his appreciation of their resolution of thanks.

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power, reported progress.

Mrs. Harrison for the Committee on Furniture and Metal Work sent a written report giving details of the work of these classes. (q.v.)

Mrs. Hipple for the Committee on Pottery reported confirming and endorsing Mr. Scott's plan for a new kiln for salt glazed stone-ware.

Mr. Jenks for the Committee on Cotton Manufacture,
Mr. McIlhenny for the Committee on Publicity, and
Mrs. Sinnott for the Committee on Students' Loan Fund, all reported progress.

The bills presented as part of the Principal's Report were on motion approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. June 1, 1916.

The regular monthly meeting of the Committee on Instruction was held at the school building, Broad & Pine Streets, Philadelphia, at half-past three o'clock today.

PRESENT:- Mr. Search, Mr. Jenks, Mr. Wood, Mr. McIlhenny, Mr. Bond, Mrs. Roberts, Mrs. Hipple.

President Search occupied the Chair.

The minutes of the previous meeting were read and approved.

The Report of the Principal was read and accepted.

Mr. Stratton's letter regarding Mr. Scott's salary was referred to the President and Principal with power to act, and with a favorable recommendation.

Mr. Stratton's recommendation regarding the compensation of Miss de Bonneville ($20.00), the attendant in charge of the school exhibit at the "Philadelphia To-Day and To-Morrow Civic Exposition", whose employment had been authorized by the Principal, was approved, and the Treasurer was authorized to pay the same.

Mr. McIlhenny notified JUN 3 - 1916

Attendant at Civic Exposition

COMMUNICATIONS explaining absence were received from

Mr. Seeler and
Mrs. Meigs.

Mr. Bond for the Committee on School Building and the Committee on Heat, Light & Power,
Mr. Wood for the Committee on Weaving and Related Branches,
Mrs. Hipple for the Committee on Pottery,
Mr. Jenks for the Committee on Cotton Manufacture, and
Mr. McIlhenny for the Committee on Publicity, all reported progress.

Mrs. Roberts for the Committee on Scholarships, reported very satisfactory progress, and expressed much pleasure at the excellent records made by the holders of these scholarships this year.

The Chairman reported the results of a conference with Mr. Seeler regarding the improvements to the school building which were under consideration.

Mr. Bond, speaking for the Textile Alumni Association, of which he is a member, reported the solicitude of the members of that body for the development of the Textile Department, and asked for instructions as to the reply which he would be justified in making in regard to the progress of the plans for the building improvements now under consideration.

The subject was fully discussed but it was the sense of the meeting that no definite assurances regarding new buildings could be given at this time.

Painting of Mrs. Gillespie.

The Principal called attention to a portrait of Mrs. Gillespie painted in 1901 by Thomas Eakins, and presented by him to this institution.

On motion, duly seconded, the Principal was authorized to have the portrait of Mrs. Gillespie suitably framed and hung in the school building.

Bills.

The Chairman was authorized to approve the bills for the month, when submitted by the Assistant Treasurer, and it was ordered that they be referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie C. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. October 5, '16

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Philadelphia at half past three o'clock to-day.

Present:-Mr. Search (in the Chair), Mr. Jenks, Mr. Wood, Mr. Sullivan, Mr. McIlhenny, Mr. Seeler, Mrs. Blankenburg, Mrs. Roberts, Mrs. Hipple, Mrs. Jones Wister, Mrs. Shillard-Smith.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

Mr. Seeler, for the Committee on School Building, reported progress.

Mrs. Roberts, for the Committee on the Scholarships at the disposal of the Associate Committee reported that all places had been filled October 2nd.

On motion of Mr. Sullivan, seconded by Mr. Jenks, a vote of thanks was extended to Messrs. E.W. and A.E. Fairchild, of the Daily Trade Record Company, for donation of advertising space, and for the courtesy of sending a representative with the party of last year's graduates who visited the principal textile manufacturing centers of New England.

letters sent
OCT 7 - 1916

The Principal's recommendation regarding the revision of the apportionment of scholarships was discussed by Mrs. Roberts, Mr. Jenks, Mr. Sullivan, Mr. Seeler, Mrs. Shillard Smith, Mrs. Blankenburg, and the Chairman, and, on motion of Mr. McIlhenny, seconded by Mr. Jenks, the matter was referred to the Executive Committee.

letter to Mr. Bond
OCT 7 - 1916

The recommendation in the Principal's report regarding toilet accomodations was referred to the Committee on School Building with power to act: as was the reference in Mr. Stratton's report to the need of increased storage facilities for the woodworking department.

The Chairman was authorized to approve the bills for the month as presented as part of the Principal's Report, and these bills were referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned,

Leslie W. Miller

Secretary

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. November 2.1916

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Streets,Phila., at half past three o'clock to-day.

Present,Mr.Search (in the Chair),Mr.Jenks,Mr.Bond,Mr.Seeler, Mr.Sullivan,Mrs.Blankenburg,Mrs.Harrison,Mrs.Sinnott,Mrs. Roberts,Mrs.Hipple,Mrs.Jones Wister.

The Minutes of the previous meeting were read and approved.

Loan of articles from Moran collection.

The Principal's Report was read and accepted.

The Principal was authorized to loan to Memorial Hall and to the museum in Independence Hall such articles from the Moran Collection of Indian relics as he might select in consultation with Dr.Barber.

letter sent to Mr Bond, Ch.

The question of illuminating the front of the School building,referred to in the Principal's Report, was referred to the Committee on School Building.

The request in Mr.France's Report for new cement floor in the Engine-room was referred to the same Committee,with power to act in the matter.

The following communications were received-

a) explaining absence,from Mrs.Meigs.

b) from Mr.Jordan,Curator of Independence Hall,asking for the loan or gift of certain specified articles from the Moran collection.

c) from John F.Lewis,offering $50. for prizes for drawing next year,and commending the work of the School in this branch.

letter sent

The Secretary was instructed to convey this Committee's thanks to Mr.Lewis for his generous offer.

d) from Mr.E.W.Fairchild,acknowledging a letter conveying the thanks of this Committee for courtesies extended to the Textile School by the Daily Trade Record,as noted in Mr.France's report last month.

Mrs.Harrison,for the Committee on Furniture and Metal-work, Mrs.Hipple,for that on Pottery,and Mr.Jenks,for that on Cotton manufacture,all reported progress. Mrs.Roberts for the Committee on the scholarships at the disposal of the Associate Committee of Women,reported very satisfactory progress,all the places being filled except one,and the personnel of the holders being especially good this year.

On motion of Mr.Jenks,seconded by Mrs.Roberts,the bills presented by the Principal as part of his report were approved,and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie A. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. December 7,'16

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad and Pine Streets at half past three o'clock P.M., to-day.

Present:-Mr. Search, Mr. Jenks, Mr. Wood, Col. Harrison, Mr. McIlhenny, Mrs. Sinnott, Mrs. Jones Wister, Mrs. John Wister, Mrs. Meigs. Mr. Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

Mr Allan notified

The Principal's Report was read and accepted, and the return of tuition fees recommended by the Registrar, as follows, was authorized;-

W. Warren Shutt	$ 55.
E. Detwiler	55.
Margaret Montgomery	5.
Katherine Anderson	10.

Mr France notified

Letters of thanks sent

Mr. France's recommendation that two new vats be installed in the dyeing department to replace those worn out was approved, and Col. Harrison offered to bear the expense. The thanks of this Committee were voted to Col. Harrison for this generous action, as well as to Mr. Greef, as recommended in Mr. France's report, and to the other donors to the School, as mentioned therein.

Communications were received explaining absence, as follows;- Mr. Seeler, because of absence from the City, Mrs. Roberts because of an accident.

Letter sent

On motion of Mr. Wood, seconded by Col. Harrison, the Secretary was instructed to send to Mrs. Roberts a letter expressing the sympathy of the members of this Committee, and their hopes of her speedy recovery.

On motion of Mr. Wood, duly seconded, Mr. France was requested to secure reprints of his article in the Bulletin of the National Association of Wool Manufacturers, for use in connection with the next visit to Harrisburg in the matter of the State appropriation.

Reports of Committees.

Mr. Seeler, for the Committee on School Building, submitted a report, through Mr. Search, in the form of a copy of a letter to Mr. Bond, recommending indirect electric illumination of the portico in front of the School building. This report was referred to the Executive Committee with a favorable recommendation.

Col. Harrison, for the Committee on Chemistry & Dyeing; Mr. Wood, for that on Weaving & Related Branches; Mr. Jenks, for that on Cotton Manufacture; and Mrs. Sinnott, for that on the Students' League House, all reported progress.

Mr. McIlhenny, for the Committee on Publicity, reported the engagement of Mrs. Cassavant as Publicity Agent for three months.

On motion of Col.Harrison,duly seconded,the bills presented by the Principal as part of his Report were approved,and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Secretary

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. January 4,1917

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets,at half past three o'clock to-day.

Present:-Mr.Search,Mr.Jenks,Mr.McIlhenny,Mrs.Hipple. President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted. The return of eight dollars tuition fee to Miss Johnson,as recommended by the Registrar was approved. A communication from the Department of Public Works,Bureau of Water relating to the installation of water-meters,submitted as part of the Principal's Report was referred to the Committee on School Building,with power to act.

Water-meters.
letter to Mr Bond

Communications explaining absence were received from
Mrs.Jones Wister,
Mrs.Roberts,
Mrs.Shillard Smith,
Mr.Bond,
Mr.Seeler.

Mrs.Hipple,for the Committee on Pottery,Mr.Jenks,for that on Cotton Manufacture,and Mr.McIlhenny,for that on Publicity,all reported progress.

The bills presented by the Principal as part of his Report were approved,and referred to the Executive Committee,with the recommendation that they be paid.

Mr.Algeo relieved of evening classes.

The Chairman reported that Mr.Algeo had requested,upon advice of his physician,to be relieved of his duties in connection with the Evening classes,and,on motion of Mr.McIlhenny,seconded by Mr.Jenks,the President was authorized to accept Mr.Algeo's resignation as instructor in the evening class without reduction of his salary.

The meeting was then adjourned.

Leslie W. Miller
Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. February 1, '17

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad and Pine Streets, Philadelphia, at half past three o'clock P.M., to-day.

Present:-Mr. Search, Mr. McIlhenny, Mr. Seeler, Mr. Bond, Mrs. Sinnott, Mrs. Meigs, Mrs. Jones Wister. President Search occupied the ~~ch~~ Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

Communications explaining absence were received from
Mrs. Hipple,
Mr. Jenks,
Mrs. Shillard Smith.

Mr. Bond, for the Committee on School Building, reported progress.
" " " " " " Heat, Light & Power " "
Mr. Seeler " " " " Modelling & Carving " "
Mr. McIlhenny, " " " " Publicity " "
Mrs. Sinnott, " " " " Students' Loan Fund " "
Mrs. Shillard Smith, for the Committee on Illustration sent a message by telephone reporting progress, and stating that the purchase of a lantern for the use of the class was being considered.

Electric lighting.

Mr. Seeler submitted an estimate from Buchanan & Co. for introducing electric lighting of the portico, and into the Broad Street front of the School building generally.

Action on the matter of introducing electric lighting was deferred for the present, with the understanding that discussion of the subject should be resumed at the next meeting.

The meeting was then adjourned.

Leslie U. Miller
Secretary.

Minutes of Meeting. Committee on Instruction. March 1,1917

The regular monthly meeting of the Committee on Instruction was held at the School Building,Broad & Pine Sts.,Phila.,at half past three o'clock P.M.,to-day.

Present:-Mr.Search,Mr.Jenks,Mr.McIlhenny,Col.Harrison,Mr.Bond, Mr.Seeler,Mrs.Sinnott,Mrs.Hipple,Mrs.Meigs. President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted,and the return of $3.50 tuition fee to F.A.Harburgh,as recommended by the Registrar,was authorized.

Reports of Committees.

Mr.Seeler,for the Committee on School Building,reported by submitting a design for a partition across the corridor at the 15th St.end of the wing occupied by the Art School,on the main floor,to provide room for 28 additional lockers,the estimated cost of the partition being $57.70. The report was accepted,the recommendation approved,and the work authorized.

Mrs.Hipple,	for	the	Com.	on	Furniture & Metal-wk.	reported	progress.
"	"	"	"	"	Pottery,	"	"
Mr.Jenks,	"	"	"	"	Cotton Manufacture,	"	"
Col.Harrison,	"	"	"	"	Chemistry & Dyeing,	"	"
Mr.McIlhenny,	"	"	"	"	Publicity,	"	"
Mrs.Sinnott,	"	"	"	"	Students' Loan Fund,	"	"

The Secretary was instructed to secure a copy of the Smith-Hughes bill on Vocational Education recently passed by Congress.

The bills presented by the Principal as part of his Report were approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

Minutes of Meeting, Committee on Instruction, April 6, 1917

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Philadelphia, at half past three o'clock P.M., to-day.

Present:-Mr. Search, Mr. Jenks, Mr. McIlhenny, Mrs. Roberts, Mrs. Meigs. President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted. The matter of abolishing special fees for special and part-time courses, as recommended by the Principal, was referred to the Executive Committee with a favorable recommendation. Mr. France's recommendation regarding needed repairs to the roof was referred to the Committee on School Building.

Letter to Mr. Bond APR 10 1917

Communications explaining absence were received from
Mrs. Shillard Smith,
Mrs. Blankenburg,
Mrs. Sinnott,
Mr. Seeler,
Mr. Wood.

Mr. Seeler's letter also submitted, with his endorsement, a bill from Doyle & Co. for $ 55.00 covering cost of the partition to provide for extra locker-room in the Art School as authorized at the last meeting. This bill was, on motion, duly seconded, approved.

Mr. Jenks for the Committee on Cotton Manufacture; and Mr. McIlhenny for that on Publicity, reported progress.

Letter to Mr. Search APR 10 1917

The Secretary submitted a copy of the Smith-Hughes bill for the promotion of vocational education, and the matter of securing Government support under this bill was referred to the President and the Principal.

The meeting was then adjourned,

Leslie W. Miller
Secretary.

Minutes of Meeting, Committee on Instruction. May 3rd, 1917

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad and Pine Streets, Philadelphia, at half past three o'clock to-day.

Present:-Mr. Search, Mr. Jenks, Mr. Sullivan, Mr. Seeler, Mrs. Roberts Mrs. Hipple, Mrs. Meigs, Mrs. Jones Wister.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

letters sent to Mrs Grove MAY 5 - 1917 and MAY 11 1917 engraved letter of thanks mailed to Mr Bond MAY 15 1917

The Principal's Report was read and accepted, and the thanks of the Committee were voted to Mr. Bond for the planting and improvements of the grounds in front of the School building, and to Mrs. Grove for the offer of a prize of twenty dollars in the Art School for this season and the next.

The following Communications were received-

from Mr. Bond, explaining absence, and reporting that the matter of the needed repairs to the roofs of the School building, referred to his Committee at the last meeting, has his attention.

from Mr. McIlhenny, explaining absence.

from Mrs. Eli Kirk Price, extending thanks for the use of a room for an exhibition and sale of Italian embroidery, as noted in the Principal's Report presented to-day.

Mr. Seeler, for the Committee on School building, reported by recommending certain changes in the windows opening upon the fire-escapes, the estimated cost for this improvement being $35. for each of five windows. On motion, duly seconded, this suggestion was referred to the Executive Committee with a favorable recommendation.

Mrs. Hipple, for the Committee on Pottery, reported progress.

Mrs. Roberts, for the Committee on the Scholarships at the disposal of the Associate Committee of Women, reported excellent progress.

The bills presented by the Principal as part of his Report were approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned

Leslie W. Miller

Secretary.

MINUTES OF MEETING. COMMITTEE ON INSTRUCTION. June 7th,1917

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Sts.Philadelphia, at half past 3 o'clock P.M.,to-day.

Present:- Mr.Search,Mr.Jenks,Mr.Seeler,Mr.Bond,Mrs.Sinnott, Mrs.John Wister,Mrs.Jones Wister.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

Engagement of Teachers.

Scholarships

The Principal's Report was read and accepted. The matter of the engagement of teachers and adjustment of salaries was on motion,duly seconded,left with the President and the Principal,with power to act. The recommendation in the Principal's Report regarding scholarships was discussed at length,and was,on motion,duly seconded,referred to the President and the Principal,with power to act.

The following communications were received:-

Mr.McIlhenny,explaining absence.
Mrs.Hipple, " "
Mrs.Meigs, " "
Mrs.Harrison, " "

Elizabeth Knowles,asking for the return of a part of tuition fee paid,as she only attended half the season.

On motion,duly seconded,the return of $40. to Miss Knowles,as recommended by the Registrar,was authorized.

Reports of Committees.

Mr.Bond,for the Committee on School Building,reported progress. On motion,duly seconded,this committee was authorized to replace the floor in the Modelling Room,in accordance with Mr.Scott's recommendation,and to make such other minor improvements to the building as may be needed during the Summer.

Mr.Bond,for the Committee on Heat Light & Power reported progress.
Mr.Seeler," " " " Modelling & Carving, " "
Mr.Jenks," " " " Cotton Manufacture. " "
Mrs.Sinnott," " " " Students' Loan Fund, " "

Mrs.Hipple,for the Committee on Pottery reported through the Chairman,recommending the purchase of a portable kiln.The matter was referred to Mr.Scott for investigation and report to the President and the Principal,who were given power to act.

Letter to Mr. Scott
JUN 8 - 1917

The meeting was then adjourned,

Leslie W. Miller
Secretary.

for Minutes of later
meetings, see new book

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Committee on Instruction
Dr. Leslie Miller
Members [illegible]
[illegible]
(always present)
Meetings held at
Spring Garden
April 6, 1888 – June 7, 1888
re Set Lectures
for [illegible]
[illegible]
[illegible]
[illegible]
[illegible]
Loan of [illegible]
[illegible]
Loan of objects
from Museum for
Saturday [illegible]
[illegible]
[illegible]
[illegible] School
Prizes

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